CIVIL 2021-2022 SELECTED LIST

S.No	Name of the Student	Roll No	Department	Placed Organization	Package
1	G.Lokesh	18X41A0115	CIVIL	CAPGEMINI	4 LPA
2	ANDE SRAVANI	19X45A0102	CIVIL	CAPGEMINI	4 LPA
3	VINUKONDA SAI PAVAN TEJA	19X45A0115	CIVIL	CAPGEMINI	4 LPA
4	GUDALA PRASANTH	19X45A0119	CIVIL	CAPGEMINI	4 LPA
5	KOTHAPALLI BHARGAV SAI	19X45A0131	CIVIL	CAPGEMINI	4 LPA
6	VINUKONDA KAVYA	19X45A0154	CIVIL	CAPGEMINI	4 LPA
7	KUNIGIRI SATEESH BABU	19X45A0132	CIVIL	INFOSYS	3.6 LPA
8	VINUKONDA KAVYA	19X45A0154	CIVIL	INFOSYS	3.6 LPA
9	U.Chidrupa	19X45A0103	CIVIL	ZOHO	4.8 LPA
10	J V S Pavan	18X41A0123	CIVIL	LOGIKWORKS	3 LPA
11	V SRI CHARAN REDDY	18X41A0155	CIVIL	WIPRO	3.5 LPA
12	V SAI PAVAN TEJA	19X45A0115	CIVIL	SAVANTIS	2.4 LPA
13	SK KARISHMA	19X45A0151	CIVIL	SAVANTIS	2.4 LPA
14	REVANTH KUMAR	18X41A0116	CIVIL	SAVANTIS	2.4 LPA
15	SHANMUKHA TEJA	18X41A0143	CIVIL	SAVANTIS	2.4 LPA
16	VANDHANA	18X41A0131	CIVIL	SAVANTIS	2.4 LPA
17	S.Shanmukha Teja	18X41A0143	CIVIL	ALLSEC	1.8 LPA
18	G.Chandrahas	18X41A0120	CIVIL	ALLSEC	1.8 LPA
19	Sk.Shareef	18X41A0141	CIVIL	ALLSEC	1.8 LPA
20	K.Supriya	18X41A0127	CIVIL	ALLSEC	1.8 LPA
21	V. Pragna Grace	18X41A0153	CIVIL	ALLSEC	1.8 LPA
22	K. Vandana	18X41A0131	CIVIL	ALLSEC	1.8 LPA
23	G. Sanjana	18X41A0114	CIVIL	ALLSEC	1.8 LPA
24	K. Raghu Sekhar	19X45A0128	CIVIL	ALLSEC	1.8 LPA
25	B. Vijay	19X45A0106	CIVIL	ALLSEC	1.8 LPA
26	T. V V Ganesh	18X41A0149	CIVIL	ALLSEC	1.8 LPA
27	Sk. Karimullah	18X41A0140	CIVIL	ALLSEC	1.8 LPA
28	K. Gopi Raju	19X45A0122	CIVIL	ALLSEC	1.8 LPA
29	K. Chaitanya Vardhan	19X45A0126	CIVIL	ALLSEC	1.8 LPA
30	P.Narendra Reddy	18X41A0105	CIVIL	ALLSEC	1.8 LPA
31	K DURGA PRASAD	19X45A0124	CIVIL	ITS	2.4 LPA
32	B.KARTHIKA	19X45A0105	CIVIL	ILM	2.4 LPA
33	M.SAI JAHNAVI	18X41A0136	CIVIL	ILM	2.4 LPA
34	SK.SHAREEF	18X41A0141	CIVIL	ILM	2.4 LPA
35	B.GODADEVI	19X45A0109	CIVIL	ILM	2.4 LPA
36	SK.SADHIYA SULTANA	19X45A0152	CIVIL	ILM	2.4 LPA
37	CH.SAGAR KUMAR	19X45A0157	CIVIL	ILM	2.4 LPA
38	GEDELA RAMESH	19X45A0117	CIVIL	DTDC	4 LPA

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

CIVIL

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2286033

Letter of Intent ("LOI")

Dear Gade ,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2286033**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2286033**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2286033**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

ANNEXURE 1

Gade
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Capgemini

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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1641098

Letter of Intent ("LOI")

Dear Sravani Ande,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1641098**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1641098**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1641098**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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3

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www.capgemini.com/in-en

Superset ID: 1659158

Letter of Intent ("LOI")

Dear Sai Teja,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ENIKEPADU, VIJAYAWADA.

ANNEXURE 1

Sai Teja
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Capgemini

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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1572942

Letter of Intent ("LOI")

Dear Gudala Prasanth,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1572942**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

ANNEXURE 1

Gudala Prasanth
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Capgemini

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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2329266

Letter of Intent ("LOI")

Dear Bhargav Kothapalli,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 1641086

Letter of Intent ("LOI")

Dear Kavya Vinukonda,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1641086**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1641086**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1641086**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

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ANNEXURE 1

Kavya Vinukonda
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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HRD/3T/1003364048/22-23

June 23, 2022

Mr. Kunigiri Sateesh Babu
H.No. 14-65, Kothapeta Street,
Kodumur Mandal, Kurnool District,
Kurnool-518464
India

Ph: +91-9912292214

Dear Kunigiri,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 09:38:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1003364048/22-23

June 23, 2022

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H.No. 14-65, Kothapeta Street,
Kodumur Mandal, Kurnool District,
Kurnool-518464
India

Ph: +91-9912292214

Dear Kunigiri,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **28-Jul-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.23 09:38:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Kunigiri Sateesh Babu**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Kunigiri Sateesh Babu**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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8

HRD/3T/1003426282/22-23

June 22, 2022

Ms. Kavya Vinukonda
No-73-3/1-7,
Thotavaari Street, Patamata,
Vijayawada-520010
India

Ph: +91-9701512799

Dear Kavya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo <richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.22 14:26:00 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
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HRD/1003426282/22-23

June 22, 2022

Ms. Kavya Vinukonda
No-73-3/1-7,
Thotavaari Street, Patamata,
Vijayawada-520010
India

Ph: +91-9701512799

Dear Kavya,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer .**

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **28-Jul-2022.**

Location

Your location for employment is **MYSORE, India .**
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

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You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

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You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Certification signature by Richard Lobo <richard_lobo@infosys.com>. Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.22 14:26:00 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
Bangalore 560 100, India
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Kavya Vinukonda**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Kavya Vinukonda**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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HRD/3T/1003426282/22-23

June 22, 2022

Ms. Kavya Vinukonda
No-73-3/1-7,
Thotavaari Street, Patamata,
Vijayawada-520010
India

Ph: +91-9701512799

Dear Kavya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.22 14:26:00 IST
Reason: Digitally Signed
Location: Bangalore

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Company Confidential - This communication is confidential between you and Infosys Limited

Zoho Technologies Private Limited
Registered Office: Flat No: 2, 361, Avvai Shanmugam Salai,
Lloyds Road, Gopalapuram, Chennai, Tamilnadu, 600 086.
Ph: +91-44-6744 7070
www.zohocorp.com

Date: 11-Nov-2021

To

Ms.CHIDRUPA UMMANENI,
11-36-1,
NETAJI NAGAR,
NANDIGAMA-521185, ANDHRA PRADESH.

Dear **Ms.CHIDRUPA UMMANENI,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **TECHNICAL SUPPORT ENGINEER** with **ZOHO TECHNOLOGIES PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

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ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Technologies Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

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NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

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VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **11-Dec-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO TECHNOLOGIES PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Name : Chidrupa Ummaneni

Date of Offer acceptance: 11 Nov 2021

Place : Netaji nagar, Nandigama

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ANNEXURE A

NAME : CHIDRUPA UMMANENI
DESIGNATION : TECHNICAL SUPPORT ENGINEER

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

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ZOHO

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

10

logik works

24th December 2021

OFFER LETTER

Dear JVS Pawan,

We are delighted to offer you the position of **Subject Matter Expert** with Logik Works. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of Rs. **3,00,000 per annum (Three Lac Rupees).** Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two years including probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at Logik Works. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For **Logik Works**

LOGIK WORKS * HYDERABAD *

Sumanjan Gorenka
Founder & CEO

ACCEPTED

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ENIKEPADU, VIJAYAWADA.

JVS Pawan
Date :

logik works

Annexure I

Name	**JVS Pawan**	
Role	**Subject Matter Expert**	
Location	**Hyderabad**	
	Per Month	**Per Annum**
During Probation		
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
*PF Employer Contribution	1800	21600
Special Allowance	1000	12000
Total CTC	**15000**	**180000**
After Probation		
Basic	8000	96000
HRA	6000	72000
DTA	2200	26400
*PF Employer Contribution	1800	21600
Special Allowance	3000	36000
Fixed Gross	**23000**	**276000**
Annual Performance Linked Pay (Maximum)	2000	24000
Total CTC	**25000**	**300000**

*PF is a part of CTC

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential

LOGIK WORKS * HYDERABAD *

Sumanjan Gorenka
Founder & CEO

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

Signature of the Candidate

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **JVS Pawan** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. **Duties and Services:**
During your employment with Company, you are expected at all times faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. **Probation**
You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. **Termination**

a) At will
Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the un-expired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct
Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

Signature of the Candidate

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

4. **Working Hours**
The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. **Salary Review**
Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. **Non-Violation**
You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. **Employee Non-Disclosure Agreement**
You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. **Governing Laws**
This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. **Access to Communication System**
You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

Privileged & Confidential

Signature of the Candidate

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ENIKEPADU, VIJAYAWADA.

logix works

10. Others

a) You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.

b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act , it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection

c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

Name: **Signature:**

Place: **Date:**

Witness Name: **Witness Signature:**

Place: **Date:**

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

wipro

APPOINTMENT LETTER

January 25, 2022

Dear Sri vuyyuru,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2821
Date: -18/01/2022
Dear V.PAVAN SAI TEJA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India.**
Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.
Your training location will be **Hyderabad..** However, the deployments location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst.** You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.
The training will commence on **5 July 2022** Your final assessment dates from the client will inform you during the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2822
Date: -18/01/2022
Dear SK.KARISHMA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
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The training will commence on **5 July 2022** Your final assessment dates from the client will inform you during the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2818
Date: -18/01/2022
Dear G.REVANTH KUMAR

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.
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Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2820
Date: -18/01/2022
Dear S.SHANMUKHA TEJA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.
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Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2819
Date: -18/01/2022
Dear K.SAI VANDANA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.
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The training will commence on **5 July 2022** Your final assessment dates from the client will inform you during the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI Date:
2022.01.18

Manish Modi
Manager Recruitment

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear S.Shanmukha Teja

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 170052 /-** (PA). Monthly take home salary **Rs 12000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear G.Chandrahas

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 157572 /-** (PA). Monthly take home salary **Rs 11000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear Sk.Shareef

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
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We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear K.Supriya

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
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- Your annual CTC will be **Rs 170052 /-** (PA). Monthly take home salary **Rs 12000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear V. Pragna Grace

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 170052 /-** (PA). Monthly take home salary **Rs 12000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Vandana

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
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We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear G. Sanjana

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
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We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Raghu Sekhar

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 170052 /-** (PA). Monthly take home salary **Rs 12000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear B. Vijay

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

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- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
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- Your annual CTC will be **Rs 170052 /-** (PA). Monthly take home salary **Rs 12000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

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Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear T. V V Ganesh

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

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Signature:

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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear Sk. Karimullah

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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Dr. Purushothaman S

General Manager

Human Resources

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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Gopi Raju

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
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For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

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ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Chaitanya Vardhan

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
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We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

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ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear P.Narendra Reddy

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
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Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

Gmail

SAFALYA NADAKUDITI <srkittpo@gmail.com>

32

Fwd: Offer Confirmation

ambatianoop@gmail.com <ambatianoop@gmail.com>
To: Safalya Nadakuditi <srkittpo@gmail.com>

Tue, Jul 26, 2022 at 3:05 PM

Sent from my iPhone

Begin forwarded message:

From: 19X154 kavya <[redacted]>
Date: 26 July 2022 at 1:48:26 PM IST
To: [redacted]
Subject: Fwd: Offer Confirmation

---------- Forwarded message ---------
From: Durga Prasad Kaladi <[redacted]>
Date: Tue, Jul 26, 2022, 11:38 AM
Subject: Fwd: Offer Confirmation
To: 19X154 kavya <[redacted]>

---------- Forwarded message ---------
From: S Reddy <[redacted]>
Date: Tue, 7 Jun, 2022, 3:37 pm
Subject: Offer Confirmation
To: S Reddy <[redacted]>

Sub: Offer Letter

Dear Candidate:

We thank you for your interest in **ITS Engineering** and the time you have devoted to assessing your career opportunities with our Organization.

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

In that regard, We are pleased to extend to you an offer for the position of **"TRAINEE ASSOCIATE ENGINEER"** with **ITS Engineering** as an Employee. We believe this is an Excellent Career opportunity for you and that we can offer you the challenges needed to grow professionally.

' You are Expected to join the Company on or before **27.06.2022** in **Hyderabad Location** and failing which this offer will stand automatically cancelled Unless **ITS Engineering** extends the Joining Date.

' You are Requested to share the below mentioned Documents in **one Zip Folder (Each File should be less than 2MB)**:

1. PAN card
2. Aadhar card & Ration Card
3. Parents Aadhar card
4. Any Two Reference Names and Phone numbers with detailed relation
5. Void Cancellation Cheque / Bank Pass book
6. Soft Copy of Passport Size photo
7. Marksheet and passing Certificates of 10th and 12th Standard or Equivalent
8. Mark sheet and Certificates of Degree / Higher Studies
9. Offer Letter/Relieving letter of Previous Employer's If any
10. Last 3 Months of Salary slip and Bank Statement of Previous employer's if any

** No Leaves will be Entitled in the starting months of your Joining and You will be on Probation for 4 months.
** 100/- rps bond paper has to be submitted to HR at the time of your Joining
**2 Years Commitment with ITS is Mandatory.

Please feel free to contact me if you need any further information

--

Thanks & Regards:
T.S.Redyy-HR.
Ph:7330729992.
E-mail:hr@itsengineering.co.in
#809, Manjeera Majestic Commercial
JNTU Rd, KPHB Colony,Hyderabad-72.
Website: https://itsengineering.co.in/

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: ILM/CI/2022-2023/1747

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Basati Karthika

Date: 07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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ENIKEPADU, VIJAYAWADA.

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

Ref Code: ILM/CI/2022-2023/1747

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) You may have to conduct the classes in your designated school in online or combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.

3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader→ Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

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Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

Ref Code: ILM/CI/2022-2023/1747

Financial Growth

Part – 1

1. You will be paid **₹ 19,500/- (Rupees Nineteen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost)**

3. **A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.**

   B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

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Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

4. **After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorate basis depending on the number of days you attend the training, in the name of "Campus Guide (P) Ltd" or otherwise decided by ILM.**

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Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

Ref Code: ILM/CI/2022-2023/1747

You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26606816 / 26606846.**

Note: Even though the last date for acceptance is set as **12-07-2022**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA

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Annexure - 1

CTC Breakup Per Month

CTC	₹ 19,500

Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908

Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750

ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593

Take Home	₹ 13,838	Total CTC (1) + (2)	₹ 19,500

Note:

1. You will be provided free standard **outstation** accommodation at your place of posting.

2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).

3. * **Performance Based Incentives** - Variable component based on your performance.
(Between ₹ 500/- & ₹ 2000/- per month)

4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

Ref Code: ILM/CI/2022-2023/1745

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Mudiyala Sai Jahnavi

Date: 07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

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Phone : 080-26606816, 26606846, 42181343

Ref Code: ILM/CI/2022-2023/1745

b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

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www.ilmindia.com | www.ilm[illegible]

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

Ref Code: ILM/CI/2022-2023/1745

Financial Growth

Part – 1

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www.ilmindia.com www.ilm-india.com

Ref Code: ILM/CI/2022-2023/1745

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

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1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

4. **After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorate basis depending on the number of days you attend the training, in the name of "Campus Guide (P) Ltd" or otherwise decided by ILM.**

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Ref Code: ILM/CI/2022-2023/1745

You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
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The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26606816 / 26606846.**

Note: Even though the last date for acceptance is set as 12-07-2022, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

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Ref Code: ILM/CI/2022-2023/1745

Annexure - 1

CTC Breakup Per Month

CTC	₹ 19,500

Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908

Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750

ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593

Take Home	₹ 13,838

Total CTC (1) + (2)	₹ 19,500

Note:

1. You will be provided free standard **outstation** accommodation at your place of posting.

2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).

3. * **Performance Based Incentives** - Variable component based on your performance.
(Between ₹ 500/- & ₹ 2000/- per month)

4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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Ref Code: ILM/CI/2022-2023/1744

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Shaik Shareef

Date: 07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).

2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

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ENIKEPADU, VIJAYAWADA.

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b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) You may have to conduct the classes in your designated school in online or combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.

3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

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Financial Growth

Part – 1

1. You will be paid ₹ 19,500/- **(Rupees Nineteen Thousand Five Hundred only) CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure–1–CTC Breakup)

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost)**

3. **A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.**

   B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

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4. **After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorate basis depending on the number of days you attend the training, in the name of "Campus Guide (P) Ltd" or otherwise decided by ILM.**

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1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
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With Best Wishes

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Annexure - 1

CTC Breakup Per Month

CTC	₹ 19,500

Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908

Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750

ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593

Take Home	₹ 13,838	Total CTC (1) + (2)	₹ 19,500

Note:

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(Between ₹ 500/- & ₹ 2000/- per month)

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INSTITUTE *of* LANGUAGE MANAGEMENT® (P) Ltd.,
CIN: U22110KA2002PTC031097

Ref Code: ILM/CI/2022-2023/1749

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Boyina Godadevi

Date: 07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

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Ref Code: ILM/CI/2022-2023/1749

b) Academic and Career Growth:

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Financial Growth

Part – 1

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ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Shaik Sadhiya Sulthana

Date: 07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English" under** ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

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4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

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Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com
www.ilmindia.com www.ilm-india.com

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.

2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.

3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.

4. **After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorate basis depending on the number of days you attend the training, in the name of "Campus Guide (P) Ltd" or otherwise decided by ILM.**

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Ref Code: ILM/CI/2022-2023/1746

You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846.**

Note: Even though the last date for acceptance is set as **12-07-2022**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

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Annexure - 1

CTC Breakup Per Month

CTC	₹ 19,500

Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives*	₹ 0
Gross Earnings (1)	₹ 15,908

Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750

ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593

Take Home	₹ 13,838

Total CTC (1) + (2)	₹ 19,500

Note:

1. You will be provided free standard **outstation** accommodation at your place of posting.

2. Travelling allowance will be paid wherever applicable as per ILM's policy. (At the place of posting).

3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)

4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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Ref Code: ILM/CI/2022-2023/1750

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Chandana Sagar Kumar

Date: 07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**

2) **The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.**

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b) Academic and Career Growth:

1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) You may have to conduct the classes in your designated school in online or combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.

3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader→ Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

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Financial Growth

Part – 1

1. You will be paid ₹ 19,500/- (Rupees Nineteen Thousand Five Hundred only) **CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)

2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost)**

3. **A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.**

   B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

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You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26606816 / 26606846.**

Note: Even though the last date for acceptance is set as 12-07-2022, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

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Ref Code: ILM/CI/2022-2023/1750

Annexure - 1

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ILM'S Contribution	
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Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593

Take Home	₹ 13,838	Total CTC (1) + (2)	₹ 19,500

Note:

1. You will be provided free standard **outstation** accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)

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DTDC
Delivering Value

Strategic Partner: dpdgroup

CIVIL
38
19X45A0113

Private and Confidential

Ref:RFH/EXP/8639/20-21 **Date Nov 12, 2022**

Mr .Ramesh Gedela
Ramavarappadu,
High School Road,
Vijayawada - 521108

LETTER OF APPOINTMENT

Dear Mr .Ramesh,

Thank you for exploring career opportunities with DTDC Express Limited (hereinafter referred to as "the Company"). We are pleased to invite you to join the Company as **Regional P&IE** in the grade of **JM3** on the following terms and conditions:

1. Your date of joining the company is w.e.f **Nov 04, 2022.** Your date of joining in the company's record shall be based on joining report signed by you at the time of your joining.
2. You will be posted in **Operations** department of the Company located at **Hyderabad Scs Apex**. During the course of your employment, you may be required to work at other DTDC locations / client locations in India or abroad, including those which may be acquired in future.
3. You will be administratively reporting to **Regional Manager**. Your reporting relationship may change from time to time as per business requirements.
4. You shall be on probation, initially for a period of 6 months from the date of joining duty. Your performance will be evaluated on regular basis to assess your performance against expected performance norms. Subject to satisfactory performance during this period, you will be confirmed in the services of the company at the end of the probation period. This confirmation will be communicated to you in writing. You shall be deemed to be a probationer unless communication of confirmation is issued to you in writing. The probation period may be further extended for a maximum period of six months depending upon your performance during the probationary period. The Company reserves the right to reduce / dispense with or extend your probation periods at its absolute and sole discretion.
5. You will be governed by the company policies, rules &regulations of service, benefits, conduct & ethical behaviour, which are in force and / or may be adopted in future. You shall acquaint yourself with all the company policies including policies on prevention of harassment of all kinds, unethical practices, including no smoking policy. You shall actively promote disciplined behaviour within your work sphere.

DTDC Express Limited
(Formerly known as DTDC Courier and Cargo Limited)
Address: DTDC House, No. 3, Victoria Road, Bangaluru - 560 047
Tel: 080 - 25365032 / 39 I Fax: 080 - 25514461

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6. You shall comply with the working hours as applicable from time to time. You may be required to work in shifts and /or in extended working hours as permitted by law, depending upon the business requirements / exigencies from time to time. Company expects you to perform with a high standard of efficiency and economy at all times.

7. Your duties and responsibilities will include all work related to the position mentioned above and any other duty assigned by the Company from time to time.

8. It is understood and agreed that you may be transferred from one place of duty or section/ department/ division to other place of duty or section/ department/ division in the establishment including those of its associate or affiliated companies. You may also be deployed at customer sites, or liable to be transferred to our other establishment, associated companies, branch offices, head offices in India or abroad including those which may be acquired in future, at the sole discretion of the management. Refusal or inability on your part to obey an order of transfer will render your employment with the Company liable to being summarily terminated without any notice or payment of compensation in lieu thereof.

9. You shall not at any time during your employment with the Company, be directly or indirectly engaged, concerned or interested in any other occupation, business or employment, be it honorary or for remuneration/ reward/ gratification without the previous written consent of the Company. All academic pursuits like attendance at college, learning courses including distance and part- time courses, shall require prior intimation to the Company

10. You, during the continuance of your employment with the Company, are precluded from entering/ indulging in activities which, in the opinion of the Company, either constitutes or could result in actual or potential conflict of interest with your employment with the Company, until and unless You have obtained prior written permission from the Company to engage in such activities. The Company expects all its employees to devote their full attention to the business interests of the Company and prohibits employment or any other activities outside the Company that can interfere with the job performance and judgement of its employees. You are expected to clarify any interest that would conflict with the Company's business.

11. To protect the intellectual property rights and business information of Company and its clients, you shall treat all assets of the company strictly confidential and not disclose to anyone, unless on legal obligation and specifically authorized/ consented by the Board of Directors, even after leaving the employment of the Company. You shall take all reasonable care so as to ensure that the confidential information (whether confidential to you or becomes known to you in the course of your employment or otherwise) does not fall into the hands of third parties or is not put to unauthorized use. Failure to do so can result in termination.

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Phone: 080 - 25505032 / 39 I Fax: 080 - 25514461

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12. "Confidential Information" shall mean confidential or any and all proprietary information of the Company which in n on inventions, innovations, works or Intellectual Property and ny idea, t omer databases and other databases, information about perfo nce of t its services, and any research and development activities, process, tec mentation associated therewith. All Confidential information shall remai solute property of the Company or the Company's customers, vendors, pr tting or Affiliates or partners as may be applicable.

13. Every invention made alone or in combination with others during the continuance of your em e Company, shall be deemed to have been made by and on behalf of the hall belong to the Company exclusively and you have no right, title or me. You shall not under any circumstances be entitled to use the sam other than that of the business of the Company and with the specific a the company. You shall also ensure that you will not use any Confidenti tellectual Property that the Company is otherwise not entitled to use.

14. You shall be responsibl use and protection of the Company's resources and assets which are e vailable to you for the performance of your duties and respon ties. R sets should not be misappropriated, loaned to others, sold donate thorisation. You shall take suitable precautionary measures to safe-guar ssets entrusted to you from loss, damage, misuse or theft. You will be res fe custody of records, apparatus and other tools and articles that are en m time to time by the Company. In case of loss or damage due to your ne ssness, you will have to reimburse the same and the Compa ll have the deductions from your salary to the extent of the damag caused for the time being in force.

15. During the l or e probation, the contract of employment may be terminated ther si ut assigning any reason. Upon confirmation this contract o oyme ed at any time without assigning any reason, on either side iving t nth's notice in writing or one month's salary in lieu there ch ter by you, then the Company reserves the right, at its sole di n to a your notice period or to accept your resignation immediate t any the notice period without having the obligation to pay sal the re od. Notice pay recoverable from you, if any, may be deduct m the be eligible upon such termination.

16. If, you are at any misconduct or commit any breach of this contract of employ or perf efusal / wilfully neglect to perform all or any of the duties ed u ntract of employment, or failure to comply with ethical pr stand may terminate this appointment without any notice or ent in lie

ress Limited
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17. Upon separation for any reason, you shall comply with company's separation procedures and return to the company all movable and immovable property, equipment, documents in paper or electronic form and any other material whatsoever that belongs to the Company, its affiliates, partners, [illegible] and is in your possession.

18. Your appointment is [illegible] medical fitness. You shall be required to undergo a medical examination [illegible] consultant of the Company as & when advised to do so by the Company. In [illegible] and that you are medically unfit (physically and /or mentally), the Company [illegible] terminate your services forthwith.

19. The age of [illegible] (Fifty eight) years. Management, at their sole discretion [illegible] permit you to continue your employment post reaching [illegible] you being found medically fit for the role by the organization [illegible] shall be the last working date of the Calendar month in which your fifty [illegible] calls. You have intimated your date of birth Jun 03, 2000 which [illegible] records and cannot be altered at a later date.

20. No authority [illegible] make any financial commitment and enter into agreement [illegible] of any nature with any second party and third party without [illegible] / approval of the management. Any violation to exceed your [illegible] viewed seriously and appropriate disciplinary / legal action [illegible]

21. You shall [illegible] requirements as specified & practiced for the location of [illegible]

22. You shall [illegible] or share any information about the Company with the [illegible] members of the press, without prior written consent [illegible]

23. You will [illegible] in your residential address or civil status.

24. Company [illegible] enumerated in **Annexure - I** of this letter.

25. You will not [illegible] remuneration/ benefits/ amenities/ allowances other than what is [illegible] annexed [illegible] ent. If at a future date, the company introduces any new [illegible] es / restructures the emolument structure; your present [illegible] be suitably modified.

26. You will [illegible] volent Fund. There will be a specific contribution applicable [illegible] ducted from your monthly salary.

27. By accepting [illegible] that you will treat your remuneration package and any [illegible] and confidential and shall not reveal details of the same [illegible] any other party.

28. By accepting [illegible] firm that you have read, understood and take advice, if [illegible] self to accept this appointment letter and terms and con[illegible]

[illegible]ess Limited
[illegible] Courier and Cargo Limited)
[illegible]toria Road, Bangaluru - 560 047
[illegible]9 I Fax: 080 - 25514461

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29. Any Incen... to you, only if you are active on the company rolls at th... ent.

30. By accepting ... agree ... Company may, at its sole discretion, make a reference ... ast employers for the verification of your employm... etence/ track record.

31. Your acc... carries with it your express agreement to abide by such ... ell as your willingness to serve the Company well and ... ours and all of your time, knowledge, skill, attention ... ess interests of the Company and the division in which ...

32. The app... ed on the information supplied by you in your applicati... herwise will be null and void if it is discovered/ found at ... any material information.

33. If you a... ns in its entirety, you are requested to signify your acc... cate copy of this letter duly signed by you.

34. Manage... dd and modify any of the above terms and conditio...

35. Your cu... e first page of this contract of employment and you agr... pending upon organizational priorities, as may arise fr...

36. Your en...

For DTDC ...

Abhi...

Nikhil Abh...
AVP - Corp... ns

...TANCE

I thereby ac... entioned above in its entirety and signify my acceptance...

Signature ... e.....

...ss Limited
...D... ourier and Cargo Limited)
... oria Road, Bangaluru - 560 047.
... I Fax: 080 - 25514461

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Strategic Partner: dpdgroup

Annexure- I

Name

Emp Code :

Designation :

Salary Breakup	**Components**
Fixed	**Amount P.A**
Basic	253200
HRA	126600
Gross Salary	**396228**
Employer's Contribution	21600
Employer's Contribution	12180
Cost to the	**430008**
****Medical In**	**1392**
***Cost to the**	**431400**

We will be extending [illegible] oyees and their parents. You will be eligible for a Mediclaim co[illegible] e employee coverage will be borne by the company. In case, if you [illegible] minal amount will be recovered every month towards it.

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EEE 2021-2022 SELECTED LIST

S.No	Name of the Student	Roll No	Department	Placed Organization	Package
1	A.PURNA JAYARAM	18X41A0201	EEE	CAPGEMINI	4 LPA
2	Y. MOUNIKA	18X41A0212	EEE	WIPRO	3.5 LPA
3	CH. Mohith kumar	19X45A0216	EEE	CAPGEMINI	4 LPA
4	Priyanka Kuvvarapu	18X41A0208	EEE	INFOSYS	3.6 LPA
5	D. NAGA BINDU	18X41A0204	EEE	TCS	3.36 LPA
6	Y. MOUNIKA	18X41A0212	EEE	INFOSYS	3.36 LPA
7	V. MOHAN KALYAN	19X45A0205	EEE	TCS	3.36 LPA
8	K. JANAKI RAMAIAH	19X45A0214	EEE	TCS	3.36 LPA
9	A.PURNA JAYARAM	18X41A0201	EEE	SAVANTIS	2.4 LPA
10	Y. MOUNIKA	18X41A0212	EEE	SAVANTIS	2.4 LPA
11	D. MOHAN VAMSI	19X45A0204	EEE	SAVANTIS	2.4 LPA
12	V. SUMANTH	19X45A0222	EEE	SAVANTIS	2.4 LPA
13	Tarun Kumar Kagitha	18X41A0206	EEE	ALLSEC	1.8 LPA
14	Kotte Mahesh	18X41A0207	EEE	ALLSEC	1.8 LPA
15	M.Naga sai Pavan Deep	18X41A0210	EEE	ALLSEC	1.8 LPA
16	P.Sai Harish	18X41A0211	EEE	ALLSEC	1.8 LPA
17	Kilaparthi Hemanth	19X45A0210	EEE	ALLSEC	1.8 LPA
18	Mudumbai Venkata Harsha Vardhan	19X45A0215	EEE	ALLSEC	1.8 LPA
19	P.Ventakesh	19X45A0217	EEE	ALLSEC	1.8 LPA
20	Datti Tanuja	19X45A0219	EEE	ALLSEC	1.8 LPA
21	Shaik ismail	19X45A0223	EEE	ALLSEC	1.8 LPA
22	Mohammad jahangir	19X45A0225	EEE	ALLSEC	1.8 LPA
23	K.Thrinadh	19X45A0226	EEE	ALLSEC	1.8 LPA
24	Siva rama krishna thumma	19X45A0228	EEE	ALLSEC	1.8 LPA
25	Munjeti bhaskar rao	19X45A0229	EEE	ALLSEC	1.8 LPA
26	M.Naga sai Pavan Deep	18X41A0210	EEE	TAP ACADEMY	3 LPA
27	V. SUMANTH	19X45A0222	EEE	BYJUS	3 LPA
28	V. SUMANTH	19X45A0222	EEE	TEACHNOOK	3 LPA

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Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1780141

Letter of Intent ("LOI")

Dear Addala Jayaram,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1780141**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1780141**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1780141**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Addala Jayaram
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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APPOINTMENT LETTER

April 8, 2022

Dear Yalavarthi Mounika,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

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a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to

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time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

   i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
   ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
   iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

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iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

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Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and

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Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Yalavarthi Mounika, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

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c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Yalavarthi Mounika

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

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a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

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IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

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It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

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Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

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** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all

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employees once every financial year.

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☑ Accept ☐ Decline

☑ **Signature** Yalavarthi Mounika 17/1/2022 1:43 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23284868

Y. Mounika

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Capgemini

(3)

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1787579

Letter of Intent ("LOI")

Dear Mohith Chinthapalli,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1787579**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1787579**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1787579**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

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ANNEXURE 1

Mohith Chinthapalli
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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HRD/3T/1003244890/22-23

June 22, 2022

Ms. Priyanka Kuvvarapu
42-69-30
Luna Center,Azith Singh Nagar
Vijayawada-520015
India

Ph: +91-9391099105

Dear Priyanka,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
SVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.22 18:07:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
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T 91 80 2852 0261
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Company Confidential - This communication is confidential between you and Infosys Limited

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 24/6/22, 2022

K. Priyanka
Sign your name

K. PRIYANKA VIJAYAWADA
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.22 18:07:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Priyanka Kuvvarapu**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE – III

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

i. Tata Consultancy Services Limited
ii. Accenture Limited
iii. International Business Machines Corporation
iv. Cognizant Technology Solutions Corporation
v. Wipro Limited

Place: VIJAYAWADA

Date: 26/4/22

Employee Signature: K. Priyanka

Employee Name: K. PRIYANKA

Acknowledged by Infosys Limited:

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ANNEXURE - IV

INFORMATION SHEET

Name:
Candidate ID:

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months post completion of your training and allocation to the unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on ' Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) marks sheet/s
2. Class 12 (or equivalent) marks sheet/s
3. Graduation marks sheet/s
4. Graduation degree certificate
5. Post-graduation marks sheet/s (if applicable)
6. Diploma certificate (if applicable)
7. Relieving letter/experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card (Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system).

3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for **first and second year of your service. This shall be credited on a quarterly basis as per the table below:**

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

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Illustration:

If an employee joins the Company in quarter two of the fiscal year 2020-21, the quarter two of the fiscal year 2020-21 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. **Business Related Expenses**

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. **Ex-Gratia/Bonus**

You will be eligible for an Ex-Gratia/Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year **2020-21** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis.

The balance amount will be paid out in the end of the financial year. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR 1,000 per month. 95% of this amount, i.e. INR 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

6. **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee' s Tier I NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of your Basic Salary of the employee in a Financial Year.

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Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the Point of Presence (POP) Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your Basic Salary can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the POP Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

7. **Information Security**

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

8. **Extension of Date of Joining**

As per the Company policy, extension in date of joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (medical records and certificate). The request for extension can be sent to **offer extension@infosys.com** at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

9. **National Skills Registry**

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The **"National Skills Registry"** of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Limited irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit **www.nationalskillsregistry.com**. This kit contains the document on steps/procedures for NSR registration.

10. **Linkage of UAN and AADHAAR Number**

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar number or the Aadhaar enrolment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

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TATA

(5)

Offer: Computer Consultancy
Ref: TCSL/DT20218340497/Hyderabad
Date: 05/12/2021

Ms. Naga Bindu Dasari
12-321Sarath Babu Marg,
Beside Smartlife,Penamaluru,
Vijayawada-521139,
Andhra Pradesh.
Tel# 91-8978237788

Dear Naga Bindu Dasari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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GROSS SALARY SHEET **Annexure 1**

Name	**Naga Bindu Dasari**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**S.R.K.Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive**		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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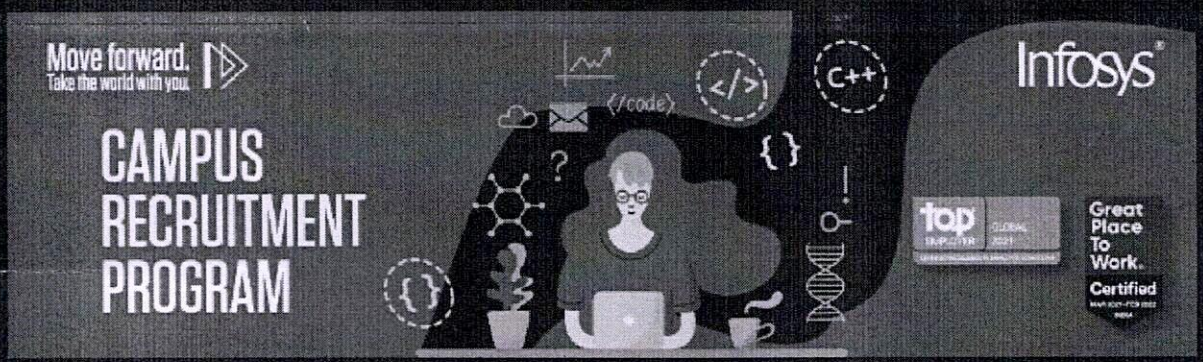
Infosys Campus Recruitment Program: Congratulations, you have a job offer

Inbox

Infosys Freshers R... May 31

to Infosys



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

***Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role.** The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.*

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

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Offer: Computer Consultancy
Ref: TCSL/DT20218295856/Hyderabad
Date: 14/11/2021

Mr. Mohan Kalyan Veerapaneni
59-8-2/1Gayatri Nagar,
Vijayawada,
Vijayawada-520008,
Andhra Pradesh.
Tel# 91-7287015297

Dear Mohan Kalyan Veerapaneni,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohan Kalyan Veerapaneni**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**S.R.K.Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive** **		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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Offer: Computer Consultancy
Ref: TCSL/DT20218235958/Hyderabad
Date: 14/11/2021

Mr. Janaki Ramaiah Kothari
H.No 20/227-4, Nimmathota ,Bethavoulu, Gudivada,
Near Hanuman Temple Nimmathota,
Gudivada-521301,
Andhra Pradesh.
Tel# 91-8897190539

Dear Janaki Ramaiah Kothari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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- It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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GROSS SALARY SHEET **Annexure 1**

Name	**Janaki Ramaiah Kothari**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**S.R.K.Institute Of Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2854
Date: -18/01/2022
Dear A.PURNA JAYARAM

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.
Your training location will be **Hyderabad..** However, the deployments location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.
The training will commence on **5 July 2022** Your final assessment dates from the client will inform you during the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2855
Date: -18/01/2022
Dear Y.MOUNIKA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.
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The training will commence on **5 July 2022** Your final assessment dates from the client will inform you during the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

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SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

DOC: - SA/TA/Hyd/2022/2852
Date: -18/01/2022
Dear D.MOHAN VAMSI

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India.**
Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.
Your training location will be **Hyderabad..** However, the deployments location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst.** You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.
The training will commence on **5 July 2022** Your final assessment dates from the client will inform you during the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

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SAVANTIS
(Formerly Vedicsoft Solutions)

SAVANTIS SOLUTIONS INDIA PVT. LTD.

12

DOC: - SA/TA/Hyd/2022/2853
Date: -18/01/2022
Dear V.SUMANTH

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad.**. During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.
Your training location will be **Hyderabad.**. However, the deployments location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.
The training will commence on **5 July 2022** Your final assessment dates from the client will inform you during the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH MODI Date: 2022.01.18

Manish Modi
Manager Recruitment

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STRICTLY PERSONAL

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Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Tarun Kumar

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 157572 /-** (PA). Monthly take home salary **Rs 11000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

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24

Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Mahesh

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 170052 /-** (PA). Monthly take home salary **Rs 12000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

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STRICTLY PERSONAL

25

Date: **19 April 2022**

Sub: Letter of Intent

Dear M. Pavandeep

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 157572 /-** (PA). Monthly take home salary **Rs 11000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

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STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear P. Sai Harish

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 170052 /-** (PA). Monthly take home salary **Rs 12000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

I have a read and understood the above Terms and Conditions; I accept and agree for the same.

Name :

Signature:

Date :

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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Hemanth

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
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Dr. Purushothaman S

General Manager

Human Resources

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ENIKEPADU, VIJAYAWADA.

STRICTLY PERSONAL

Date: **19 April 2022**

Sub: Letter of Intent

Dear M. V Harsha Vardhan

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
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General Manager

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ENIKEPADU, VIJAYAWADA.

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29

Date: **19 April 2022**

Sub: Letter of Intent

Dear P. Venkatesh

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
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- If currently employed, copy of the relieving letter from your present employer.
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Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

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Date :

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30

Date: **19 April 2022**

Sub: Letter of Intent

Dear D. Thanuja

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
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Dr. Purushothaman S

General Manager

Human Resources

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Signature:

Date :

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ENIKEPADU, VIJAYAWADA.

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Date: **19 April 2022**

Sub: Letter of Intent

Dear Sk.Ismail

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
- Submission of satisfactory proof regarding information declared by you, i.e. your age, education, qualification, experience, etc.
- If currently employed, copy of the relieving letter from your present employer.
- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
- Your annual CTC will be **Rs 157572 /-** (PA). Monthly take home salary **Rs 11000/-** + Eligible Incentives upto Rs **2000**/- + 6 months & 12 months' Salary Increment of Rs **1000**/-.

We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

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Name :

Signature:

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32

Date: **19 April 2022**

Sub: Letter of Intent

Dear Md. Jahangir

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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For ALLSEC TECHNOLOGIES LIMITED,

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General Manager

Human Resources

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Name :

Signature:

Date :

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ENIKEPADU, VIJAYAWADA.

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33

Date: **19 April 2022**

Sub: Letter of Intent

Dear K. Trinadh

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
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- You will initially undergo comprehensive **Foundation level training** and Product **Training.** It is mandatory that you clear both the training for you to continue in the rolls of the company. In case if you fail in any of the above training, this offer made to you will be withdrawn and your services will be terminated from the company without any obligation from either side.
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Best Wishes,

For ALLSEC TECHNOLOGIES LIMITED,

Dr. Purushothaman S

General Manager

Human Resources

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Name :

Signature:

Date :

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39

Date: **19 April 2022**

Sub: Letter of Intent

Dear T. Siva Ramakrishna

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

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- A satisfactory note from the list of references furnished by you at the time of interview.
- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
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We look forward to your joining with us and building a successful career with Allsec

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Dr. Purushothaman S

General Manager

Human Resources

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Name :

Signature:

Date :

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Date: **19 April 2022**

Sub: Letter of Intent

Dear M. Bhaskar

We are pleased to offer you the position of **Customer Care Executive** with our organization. You shall report for a comprehensive training program on **July'22** at **10.00 AM.**

This offer is subject to the Company receiving:

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- A satisfactory medical opinion, if required, from a registered medical practitioner (RMP) nominated by the Company.
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We look forward to your joining with us and building a successful career with Allsec

Best Wishes,

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Dr. Purushothaman S

General Manager

Human Resources

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Name :

Signature:

Date :

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TAP ACADEMY

EEE
36.

CSR Activity Offer Letter - 2022

Dear M. PAVANDEEP

Congratulations on getting selected for Tap academy's CSR Activity 2022.

We are glad to inform that you have successfully cleared the Interview Rounds and selected as **Full Stack development Trainee** for CSR 2022 Batch.

You will be having classes Online / Offline.

A detailed mail will be sent to your registered mail ID mentioning Date from TAP Academy

Benefits:

1. Advanced Industry standard course curriculum offered for FREE inclusive of study materials.
2. Guaranteed Unlimited Placement opportunities.

Note: This offer letter is not transferable

Please fill the below details and submit while enrolling for course.

Name:

Email:

Roll No:

Mobile No:

College:

TAP ACADEMY PVT. LTD. BANGALORE

Rohit Ravinder
Founder & CEO - TAP Academy Pvt Ltd.

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BYJU'S

37

Invitation Letter

Name: SUMANTH VARTHA
Date: Monday, July 4, 2022

Dear **SUMANTH VARTHA**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks** which will be **conducted at the respective training location.** Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks** which will be virtual (work from home). Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage.**

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus Tirupati - 118, Gs Mada Street, 2nd Floor, Tirupati, Andra Pradesh - 517501.
OJT Training Location:	WFH / Byjus - Tirupati
Role Location:	Nellore

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, July 12, 2022.**

3. Term: The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6-week training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time.
The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 6 weeks is INR 33750 (Stipend). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

Payment Processing
The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you

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have completed 14 days of classroom training on the date of payment of stipend.

Performance pay (incentives)
You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

(a) Provident Fund;
(b) Income tax deducted taxes
(c) Dues to Company including loans at source at the rates applicable; or
(d) Any other applicable statutory deductions
(e) PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned stipend.

The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.
*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d)Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your

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performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

a. Any act or omission by you;
b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
c. Any representation or warranty or information furnished to the Company found to be false;
d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vast exclusively in the courts of Bangalore, Karnataka

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.
You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.
We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program

The training program has two Stages:
Stage1 : Classroom Training Program (CRT)
Duration : 2 Weeks.
Location : At office location (in person)

Post completion of 2 weeks, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.
Stage 2 : 'On-the-job' Training (OJT)
Duration : 4 Weeks.
Location : Virtual

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

ours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require an authorized signature.

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 9 LPA (6LPA fixed + 3LPA variable) for the role of BDA - Direct Sales.

r work location after being offered the role of Business Development Associate (post successful clearance of the training program) would lellore, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.

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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560068.

OL No: TN3383

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22 May 2022

Dear **Sumanth ashWIN**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as a **Business Development Trainee**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 10 June 2022

Training Period : **10 June 2022 to 19 June 2022**
OJT Start Date: **20 June 2022**
OJT End Date: **19 August 2022**

Location of Training: Bangalore
Stipend: INR **18000** Per Month
Incentives : INR **12000**
Target: **300000** INR per month.
Pre - Placement Offer **:- 6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **10 June 2022.**

SIGNATURE: V. Sumanth
(Candidate's Signature)

DATE: 24-06-2022.

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLO
ENIKEPADU, VIJAYAWADA

R@teachnook.com
pport : 6360093009
man Resources : 63602 44071

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560068.

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
    - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: V. Sumanth

(Candidate's Signature)

DATE: 24-06-22.

PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

R@teachnook.com
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Bengaluru, Karnataka 560068.

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records,Account Number, IFSC Code.
- Negative RT-PCR Report is mandatory. It should not be older than 48 hours(Even if you are fully vaccinated) OR Fully vaccinated report.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: V. Sumanth

(Candidate's Signature)

DATE: 24-06-22.

PRINCIPAL
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ENIKEPADU, VIJAYAWADA.

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