

MBA 2021-2022 SELECTED LIST

S.No	Name of the Student	Roll No	Department	Placed Organization	Package
1	D.JOSEPH	20X41E0004	MBA	STATE STREET HCL	3.2 LPA
2	M.PRATHYUSHA	20X41E0027	MBA	STATE STREET HCL	3.2 LPA
3	LANKA RAMA RAO	20X41E0016	MBA	BAJAJ FINSERV	1.8 LPA
4	M.PRATHYUSHA	20X41E0027	MBA	BAJAJ FINANCE	2.4 LPA
5	N.KARTHIK	20X41E0041	MBA	BAJAJ FINANCE	2.4 LPA
6	Y.PAVANI	20X41E0038	MBA	BAJAJ FINANCE	2.4 LPA
7	Y.PAVANI	20X41E0038	MBA	INSUGO PVT LTD	2.4 LPA
8	M.ROHITH	20X41E0017	MBA	INSUGO PVT LTD	2.4 LPA
9	S.JYOTSHNA	20X41E0031	MBA	INSUGO PVT LTD	2.4 LPA
10	T.SRAVANI	20X41E0034	MBA	INSUGO PVT LTD	2.4 LPA
11	D.YUVA TEJASWINI	20X41E0007	MBA	INSUGO PVT LTD	2.4 LPA
12	Ms.RAGA DEEPTHI	20X41E0012	MBA	INSUGO PVT LTD	2.4 LPA
13	GOLLA MOHAN KARTHIK	20X41E0008	MBA	MUTHOOT FINANCE	1.8 LPA
14	ASHOK KUMAR R	20X41E0026	MBA	MUTHOOT FINANCE	1.8 LPA
15	Y TIRUMALA VENKAT DURGA SAI	19X41E0011	MBA	MUTHOOT FINANCE	1.8 LPA
16	G BALA MURALI	20X41E0010	MBA	MUTHOOT FINANCE	1.8 LPA
17	D NAGA ANJANEYULU	20X41E0005	MBA	MUTHOOT FINANCE	1.8 LPA
18	RAGA DEEPTHI JASTI	20X41E0012	MBA	MUTHOOT FINANCE	1.8 LPA
19	GOWTHAMI	20X41E0037	MBA	MUTHOOT FINANCE	1.8 LPA
20	N ANUSHA	20X41E0020	MBA	MUTHOOT FINANCE	1.8 LPA
21	K ANUSHA	20X41E0013	MBA	MUTHOOT FINANCE	1.8 LPA



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LETTER of INTENT

Derangula Guru Brahman**maruthi nagar coco-cola street eluru road vja-4****Vijayawada, Andhra Pradesh 520004**

Dear Derangula Guru Brahman ,

Congratulations! We are very pleased to inform you that basis your interview and discussions with State Street HCL Services Ltd.

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment bank some soft skill exercises as these are essential for your success in the professional world. Please with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whol the learning effective. At the end of the course, you will have an interaction with the training team successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Com you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to conta

Regards,

HCL – Talent Acquisition Team

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmissic intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its conten

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Annexure - A

Detailed Salary

Structure

Date : 23 Mar 2022
Name : Lanka Ramarao
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	265,954	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
 - Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.
- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
 - You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /- (Rupees Twenty Lakh only)**. Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /- (Rupees Twenty-five Lakh only)**.
 - Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /- (Rupees Three Lakh only)** the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name :

Date :

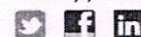
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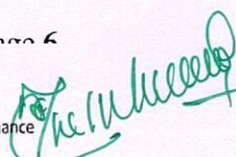
Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India
 Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
 Fax: +91 20 30405020
 Corporate ID No.: L65910MH1987PLC042961

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Date: 6

[Handwritten Signature]

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STRICTLY PRIVATE AND CONFIDENTIAL

Date: 23 Mar 2022

Dear Lanka Ramarao,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.

2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

3.1. You shall be based in our **Vijayawada** office but may be required to serve the Company in any place within or outside India, as required.

3.2. You may be required to travel nationally and internationally on the business of the Company.

3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.

3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.

4.2. A detailed break-up of your compensation is attached as Annexure - A to this Employment Letter.

4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

8. COMPANY POLICIES AND PROCEDURE

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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

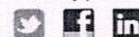
11. INTELLECTUAL PROPERTY

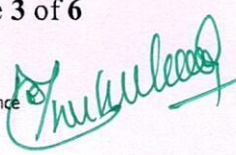
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- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

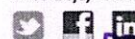
If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on _____.

Signature : _____

Name : _____

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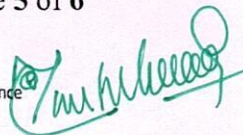
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Date: 23 Mar 2022

Dear Mamidi Pratyusha,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("Company") on the following terms:

1. DESIGNATION & BAND

You will be designated as "Executive - Credit Operations" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

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- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
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4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure - A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty- five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

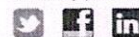
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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

11. INTELLECTUAL PROPERTY

Page 1

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- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any

Page 1

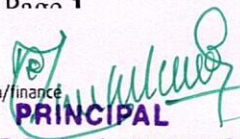
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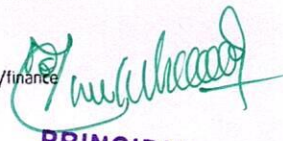
time, found to have suppressed any material information, or if you made any misrepresentation,

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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on __.

Signature : _____

Name : _____

Date : 1

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Annexure - A

Detailed Salary

Structure

Date : 23 Mar 2022
Name : Mamidi Pratyusha
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	265,954	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your

continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /- (Rupees Twenty Lakh only)**. Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /- (Rupees Twenty-five Lakh only)**.
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /- (Rupees Three Lakh only)** the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name : _____

Date : _____

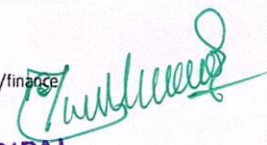
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STRICTLY PRIVATE AND CONFIDENTIAL

Date: 23 Mar 2022

Dear Mamidi Pratyusha,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Vijayawada** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

Page 1 of 6

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- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

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- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

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- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

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- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

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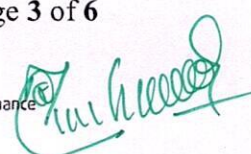
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- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

Page 4 of 6

Bajaj Finance Limited

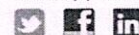
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Fax: +91 20 30405020

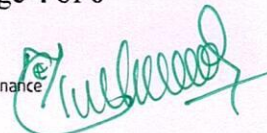
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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on _____.

Signature : _____

Name : _____

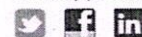
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Annexure - A

Detailed Salary Structure

Date : 23 Mar 2022
Name : Mamidi Pratyusha
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	265,954	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.
- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /-** (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /-** (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /-** (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name : _____

Date : _____

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Annexure - A

Detailed Salary Structure

Date : 23 Mar 2022
Name : Nagam Karthik
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
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Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name :

Date :

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(Handwritten Signature)

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**STRICTLY PRIVATE AND
CONFIDENTIAL**

Date: 23 Mar 2022

Dear Lanka Ramarao,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Vijayawada** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure - A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

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M. S. K. Inamdar

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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty- five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

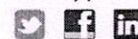
8. COMPANY POLICIES AND PROCEDURE

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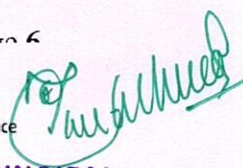
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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

11. INTELLECTUAL PROPERTY

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- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
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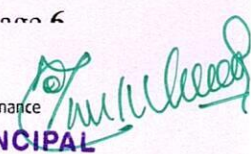
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time, found to have suppressed any material information, or if you made any misrepresentation,

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Page 6



you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on __.

Signature : _____

Name : _____

Date : _____

Bajaj Finance Limited

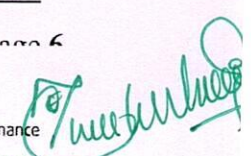
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Annexure - A

Detailed Salary

Structure

Date : 23 Mar 2022
Name : Yerra Pavani
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	265,954	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/- . In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your

continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /-** (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /-** (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /-** (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name : _____

Date : _____

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Handwritten signature in green ink

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(Handwritten signature)

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 23 Mar 2022

Dear Nagam Karthik,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Vijayawada** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

Page 1 of 6

Bajaj Finance Limited

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M. S. Reddy
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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

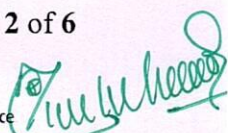

8. COMPANY POLICIES AND PROCEDURE

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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

11. INTELLECTUAL PROPERTY

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- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

Vadakke Madathil Maneesh Kumar

Issued by : Capricorn Identity Services Pvt Ltd.
Reason : Digitally signed TDS certificate as per Information Technology Act, 2000.
Date : 2022.03.27 16:20:03 +05:30

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on _____.

Signature : _____

Name : _____


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**STRICTLY PRIVATE AND
CONFIDENTIAL****Date: 23 Mar 2022****Dear Nagam****Karthik,****SUBJECT: OFFER CUM EMPLOYMENT LETTER**

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Vijayawada** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure - A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE**Bajaj Finance Limited**

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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty- five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

8. COMPANY POLICIES AND PROCEDURE

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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

11. INTELLECTUAL PROPERTY

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- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any

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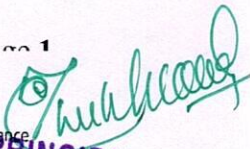
time, found to have suppressed any material information, or if you made any misrepresentation,

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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on __.

Signature : _____

Name : _____



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Annexure - A

Detailed Salary

Structure

Date : 23 Mar 2022
Name : Nagam Karthik
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	265,954	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your

continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000** /- (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000** /- (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000** /- (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name : _____

Date : _____

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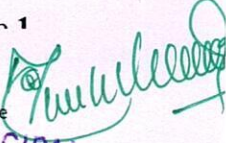
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Date: 23 Mar 2022

Dear Yerra Pavani,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("**Company**") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Vijayawada** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

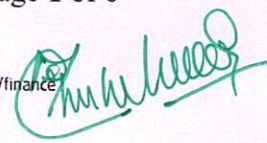
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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

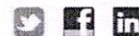
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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

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- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

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- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

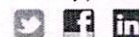
If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.:
L65910MH1987PLC042961

www.bajajfinserv.in/finance



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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on _____.

Signature : _____

Name : _____

Page 5 of 6

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.:
L65910MH1987PLC042961

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Annexure - A

Detailed Salary Structure

Date : 23 Mar 2022
Name : Yerra Pavani
Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	265,954	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

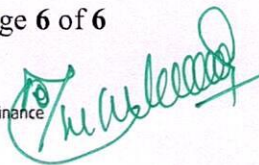
- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.
- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /-** (**Rupees Twenty Lakh only**). Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /-** (**Rupees Twenty-five Lakh only**).
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /-** (**Rupees Three Lakh only**) the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name :

Date :



Appointment Letter

Private & Confidential
14th April 2022

Ms. Yerra Pavani,
Ankitha Appartment,
Flatno:AGF4,
Pingali Venkayya street,Beside
DRM traders, Ramavarapadu,
Vijayawada,521108

Dear Ms. Pavani,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.

You are expected to report in the office from the date mentioned in the Point 1.1 above.

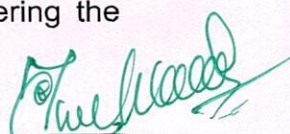
You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.

Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PV D

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084

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CIN : U66010TG2018PTC129252 | GST: 36AAF0I1105E1Z6


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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

Compensation of Benefits is as per the Annexure – A of this letter.

Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

Gratuity

You will be entitled to receive Gratuity as per the provisions of Gratuity Act, 1972.

Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions


Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

INSUGO INSURANCE BROKERS PV — D

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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6


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You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PV
Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad


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LICEN NO: 4 | Category: Direct (Life and General) | Va pto:
CIN : U66010TG2018PTC129252 | GST: 36AAF01105E1Z6

Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
Incentive is payable in addition to CTC as per the company Scheme		

INSUGO INSURANCE BROKERS PV

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CIN : U66010TG2018PTC129252 | GST: 36AAF011105E1Z6

(Signature)
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Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

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INSUGO INSURANCE BROKERS PV — **S.R.K. INSTITUTE OF TECHNOLOGY**
Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad — **ENIKEPADU, VIJAYAWADA.**

LICEN NO: 4 | Category: Direct (Life and General) | Va pto: _____
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:

INSUGO INSURANCE BROKERS PV
Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad 00

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CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

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General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined

INSUGO INSURANCE BROKERS PVT. LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad

LICENCE NO: 4 | Category: Direct (Life and General) | Va. pto:

CIN : U66010TG2018PTC129252 | GST: 36AAF011105E1Z6

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name : _____
Signature : _____
Date : _____



Appointment Letter

Private & Confidential
14th April 2022

Mr. M. Mohith,
Gayathri, Ankitha
Apartment,
Flatno: AGF4,
Pingali Venkayya street, Beside
DRM traders, Ramavarapadu,
Vijayawada, 521108

Dear Mr. Mohith,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr. Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

You will be joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.

You are expected to report in the office from the date mentioned in the Point 1.1 above.

You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.

Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PVT. LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 **PRINCIPAL**

LICENCE NO: 4 | Category: Direct (Life and General)
CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

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

2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

Compensation of Benefits is as per the Annexure – A of this letter.

Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

Gratuity

You will be entitled to receive Gratuity as per the provisions of Gratuity Act, 1972.

Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad

LICEN NO: 4 | Category: Direct (Life and General) | Va pto:

CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6


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You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

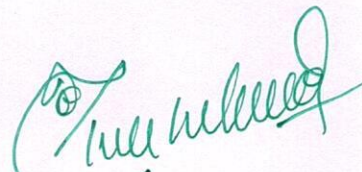
For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :



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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
Incentive is payable in addition to CTC as per the company Scheme		

INSUGO INSURANCE BROKERS PV

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[Handwritten Signature]

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Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad

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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

(Handwritten Signature)
PRINCIPAL

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CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

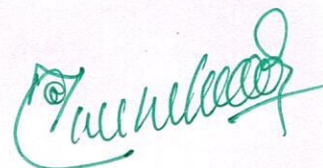
Date:

INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad

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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6



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General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

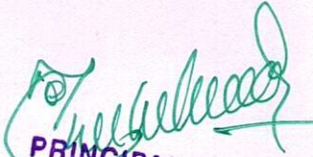
If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PV D

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad

LICENCE NO: 4 | Category: Direct (Life and General) | Va pto:

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PRINCIPAL

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ENIKEPADU, VIJAYAWADA.

Appointment Letter

Private & Confidential
14th April 2022

Ms.S. Jyotshna,
Ankitha Appartment,
Flatno:AGF4,
Pingali Venkayya street,Beside
DRM traders, Ramavarapadu,
Vijayawada,521108

Dear Ms. Jyotshna,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.

You are expected to report in the office from the date mentioned in the Point 1.1 above.

You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.

Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PVT. LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084

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CIN : U66010TG2018PTC129252 | GST: 36AAF01105E1Z6

[Handwritten Signature]
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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

Compensation of Benefits is as per the Annexure – A of this letter.

Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

Gratuity

You will be entitled to receive Gratuity as per the provisions of Gratuity Act, 1972.

Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

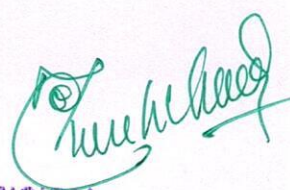
If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.



7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

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INSUGO INSURANCE BROKERS PV — D

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad

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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

PRINCIPAL

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ENIKEPADU, VIJAYAWADA.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

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You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

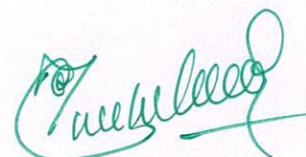
For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :



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Annexure A

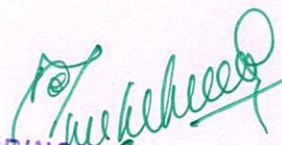
CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
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Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
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DENIKEPADU, VIJAYAWADA.

Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
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Terms and

You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

INSUGO INSURANCE BROKERS PV

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CODE OF CONDUCT

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Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

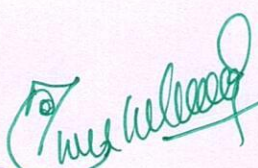
I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:

INSUGO INSURANCE BROKERS PV D
Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad 00

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ENIKEPADU, VIJAYAWADA.
084 404

General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined

by the

INSUGO INSURANCE BROKERS PVT. LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500094

LICENCE NO: 4 | Category: Direct (Life and General) | Va. pto.

CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

(Handwritten Signature)

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :


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INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084

LICENCE NO: 4 | Category: Direct (Life and General) | Va pto:

CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

Appointment Letter

Private & Confidential
14th April 2022

Ms. T.Sravani,
Ankitha Appartment,
Flatno:AGF4,
Pingali Venkayya street,Beside
DRM traders, Ramavarapadu,
Vijayawada,521108

Dear Ms. Sravani,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.

You are expected to report in the office from the date mentioned in the Point 1.1 above.

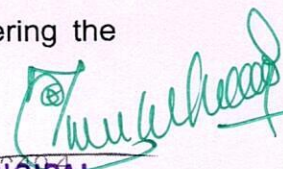
You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.

Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084

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CIN : U66010TG2018PTC129252 | GST: 36AAF01105E1Z6


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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

Compensation of Benefits is as per the Annexure – A of this letter.

Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

Gratuity

You will be entitled to receive Gratuity as per the provisions of Gratuity Act, 1972.

Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

(Handwritten Signature)

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LICEN NO: 4 | Category: Direct (Life and General) | Va pto:

CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 00 084 - 404

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CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

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You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :



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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad 500

LICEN NO: 4 | Category: Direct (Life and General) | Va pto:
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
Incentive is payable in addition to CTC as per the company Scheme		


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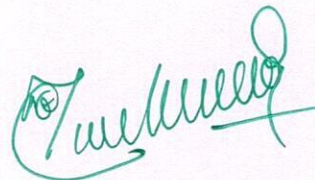
CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and

You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service.



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LICEN[®] NO: 4 | Category: Direct (Life and General) | Va[®] pto: _____
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:



INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500

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General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined

INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084

LICEN NO: 4 | Category: Direct (Life and General) | Va pto:

CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

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ENIKEPADU, VIJAYAWADA.

In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

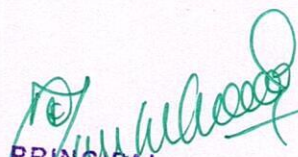
Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PVT. LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 - 404

LICENCE NO: 4 | Category: Direct (Life and General) | Valetto: _____

CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E126


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

Appointment Letter

Private & Confidential
14th April 2022

Ms. D.Yuva Tejaswini,
Ankitha Appartment,
Flatno:AGF4,
Pingali Venkayya street,Beside
DRM traders, Ramavarapadu,
Vijayawada,521108

Dear Ms. Tejaswini,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.

You are expected to report in the office from the date mentioned in the Point 1.1 above.

You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.

Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084

LICENCE NO: 4 | Category: Direct (Life and General)
CIN : U66010TG2018PTC129252 | GST: 36AAF011105E1Z6

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

Compensation of Benefits is as per the Annexure – A of this letter.

Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

Gratuity

You will be entitled to receive Gratuity as per the provisions of Gratuity Act, 1972.

Medical Insurance


You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

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In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PV

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
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Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
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Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
Incentive is payable in addition to CTC as per the company Scheme		

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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500084

LICEN — NO: — 4 | Category: Direct (Life and General) | Va — pto: —

CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

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ENIKEPADU, VIJAYAWADA.**

Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

INSUGO INSURANCE BROKERS PVT LTD

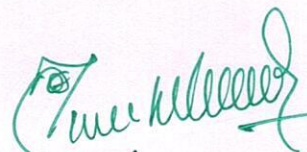
Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500084

LICENCE NO: 4 | Category: Direct (Life and General) | Va

CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

PRINCIPAL

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



CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

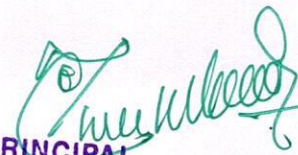
Date:

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General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PV D

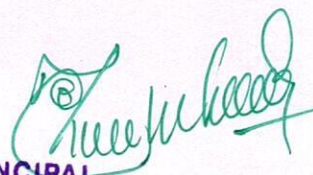
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Appointment Letter

Private & Confidential
14th April 2022

Ms. Raga Deepthi.J,
D.no:7-14, Poranki road,
Nidamanuru.

Dear Ms.Deepthi,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,


1. Employment:

- 1.1** You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2** You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3** You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4** Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022
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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

You will be entitled to receive Gratuity as per the provisions of Gratuity Act, 1972.

3.4 Medical Insurance


You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

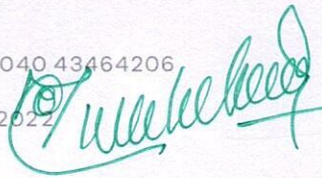
You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

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You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

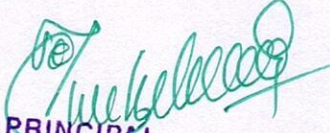
I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
Incentive is payable in addition to CTC as per the company Scheme		

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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

(Handwritten Signature)

PRINCIPAL
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Incentive Structure

CRITERIA	QUARTERLY INCENTIVE	
	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs


Terms and conditions

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

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- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
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The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:

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2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

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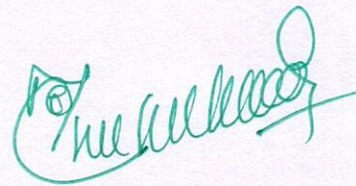
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4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :



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The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 026-CDR/03029/22

Date: 21/06/2022

G.MOHAN KARTHIK

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.

You will be paid salary of **Rs. 17,000.00 (Rupees Seventeen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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ENIKEPADU, VIJAYAWADA.

9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other properties of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
 - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

[Signature]
Deputy General Manager - Business Partner

Reg. Office: First, Muthoot Chambers, Opp. S. V. S. High School, P. O. B. J. Road, Ernakulam - 684018, Kerala, India
Phone: +91 484 239 6500 / 239 7299

Corp. Office South: First Floor, 60, Nampiar Road, N. V. Road, P. O. Box, Vijayawada, District: Guntur - 520 024, Karnataka, India
Phone: +91 853 253 9941 / 253 9942
Email: info@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1992PL0011300

The Muthoot Group - 20 Diversified Business Divisions:
Financial Services | Wealth Management | Real Estate | Education | Power Generation | Leisure & Hospitality
Information Technology | Healthcare | Insurance | Infrastructure | Education | Power Generation | Leisure & Hospitality
Automobiles | Loans | Plantations & Estates | Real Estate | Insurance | Education | Power Generation | Personal Loans | Micro Finance

Muthoot Family - 800 years of Business Legacy

[Signature]
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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKERAPU, VIJAYAWADA.



The Muthoot Group



Ref: 026-CDR/03029/22

VIJAYAWADA - M. G. ROAD

Date: 21/06/2022

R. ASHOK KUMAR

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

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You will be paid salary of **Rs. 17,000.00 (Rupees Seventeen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

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After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not in the interest of this organization, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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ENIKEPADU, VIJAYAWADA.**

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(Signature)

Deputy General Manager - Business Partner

Reg. Office: 2nd Floor, Chamber, 4th Cross, 1st Stage, 5th Cross, Dodd Ball Road, Bengaluru - 560 018, Karnataka, India
 Phone: +91 984 783 1478 Fax: +91 984 239 6500/239 7399

Core Office South: Plot No. 60X, 60A, 60B, 60C, 60D, 60E, 60F, 60G, 60H, 60I, 60J, 60K, 60L, 60M, 60N, 60O, 60P, 60Q, 60R, 60S, 60T, 60U, 60V, 60W, 60X, 60Y, 60Z, 60AA, 60AB, 60AC, 60AD, 60AE, 60AF, 60AG, 60AH, 60AI, 60AJ, 60AK, 60AL, 60AM, 60AN, 60AO, 60AP, 60AQ, 60AR, 60AS, 60AT, 60AU, 60AV, 60AW, 60AX, 60AY, 60AZ, 60BA, 60BB, 60BC, 60BD, 60BE, 60BF, 60BG, 60BH, 60BI, 60BJ, 60BK, 60BL, 60BM, 60BN, 60BO, 60BP, 60BQ, 60BR, 60BS, 60BT, 60BU, 60BV, 60BW, 60BX, 60BY, 60BZ, 60CA, 60CB, 60CC, 60CD, 60CE, 60CF, 60CG, 60CH, 60CI, 60CJ, 60CK, 60CL, 60CM, 60CN, 60CO, 60CP, 60CQ, 60CR, 60CS, 60CT, 60CU, 60CV, 60CW, 60CX, 60CY, 60CZ, 60DA, 60DB, 60DC, 60DD, 60DE, 60DF, 60DG, 60DH, 60DI, 60DJ, 60DK, 60DL, 60DM, 60DN, 60DO, 60DP, 60DQ, 60DR, 60DS, 60DT, 60DU, 60DV, 60DW, 60DX, 60DY, 60DZ, 60EA, 60EB, 60EC, 60ED, 60EE, 60EF, 60EG, 60EH, 60EI, 60EJ, 60EK, 60EL, 60EM, 60EN, 60EO, 60EP, 60EQ, 60ER, 60ES, 60ET, 60EU, 60EV, 60EW, 60EX, 60EY, 60EZ, 60FA, 60FB, 60FC, 60FD, 60FE, 60FF, 60FG, 60FH, 60FI, 60FJ, 60FK, 60FL, 60FM, 60FN, 60FO, 60FP, 60FQ, 60FR, 60FS, 60FT, 60FU, 60FV, 60FW, 60FX, 60FY, 60FZ, 60GA, 60GB, 60GC, 60GD, 60GE, 60GF, 60GG, 60GH, 60GI, 60GJ, 60GK, 60GL, 60GM, 60GN, 60GO, 60GP, 60GQ, 60GR, 60GS, 60GT, 60GU, 60GV, 60GW, 60GX, 60GY, 60GZ, 60HA, 60HB, 60HC, 60HD, 60HE, 60HF, 60HG, 60HH, 60HI, 60HJ, 60HK, 60HL, 60HM, 60HN, 60HO, 60HP, 60HQ, 60HR, 60HS, 60HT, 60HU, 60HV, 60HW, 60HX, 60HY, 60HZ, 60IA, 60IB, 60IC, 60ID, 60IE, 60IF, 60IG, 60IH, 60II, 60IJ, 60IK, 60IL, 60IM, 60IN, 60IO, 60IP, 60IQ, 60IR, 60IS, 60IT, 60IU, 60IV, 60IW, 60IX, 60IY, 60IZ, 60JA, 60JB, 60JC, 60JD, 60JE, 60JF, 60JG, 60JH, 60JI, 60JJ, 60JK, 60JL, 60JM, 60JN, 60JO, 60JP, 60JQ, 60JR, 60JS, 60JT, 60JU, 60JV, 60JW, 60JX, 60JY, 60JZ, 60KA, 60KB, 60KC, 60KD, 60KE, 60KF, 60KG, 60KH, 60KI, 60KJ, 60KL, 60KM, 60KN, 60KO, 60KP, 60KQ, 60KR, 60KS, 60KT, 60KU, 60KV, 60KW, 60KX, 60KY, 60KZ, 60LA, 60LB, 60LC, 60LD, 60LE, 60LF, 60LG, 60LH, 60LI, 60LJ, 60LK, 60LL, 60LM, 60LN, 60LO, 60LP, 60LQ, 60LR, 60LS, 60LT, 60LU, 60LV, 60LW, 60LX, 60LY, 60LZ, 60MA, 60MB, 60MC, 60MD, 60ME, 60MF, 60MG, 60MH, 60MI, 60MJ, 60MK, 60ML, 60MN, 60MO, 60MP, 60MQ, 60MR, 60MS, 60MT, 60MU, 60MV, 60MW, 60MX, 60MY, 60MZ, 60NA, 60NB, 60NC, 60ND, 60NE, 60NF, 60NG, 60NH, 60NI, 60NJ, 60NK, 60NL, 60NM, 60NO, 60NP, 60NQ, 60NR, 60NS, 60NT, 60NU, 60NV, 60NW, 60NX, 60NY, 60NZ, 60OA, 60OB, 60OC, 60OD, 60OE, 60OF, 60OG, 60OH, 60OI, 60OJ, 60OK, 60OL, 60OM, 60ON, 60OO, 60OP, 60OQ, 60OR, 60OS, 60OT, 60OU, 60OV, 60OW, 60OX, 60OY, 60OZ, 60PA, 60PB, 60PC, 60PD, 60PE, 60PF, 60PG, 60PH, 60PI, 60PJ, 60PK, 60PL, 60PM, 60PN, 60PO, 60PP, 60PQ, 60PR, 60PS, 60PT, 60PU, 60PV, 60PW, 60PX, 60PY, 60PZ, 60QA, 60QB, 60QC, 60QD, 60QE, 60QF, 60QG, 60QH, 60QI, 60QJ, 60QK, 60QL, 60QM, 60QN, 60QO, 60QP, 60QQ, 60QR, 60QS, 60QT, 60QU, 60QV, 60QW, 60QX, 60QY, 60QZ, 60RA, 60RB, 60RC, 60RD, 60RE, 60RF, 60RG, 60RH, 60RI, 60RJ, 60RK, 60RL, 60RM, 60RN, 60RO, 60RP, 60RQ, 60RR, 60RS, 60RT, 60RU, 60RV, 60RW, 60RX, 60RY, 60RZ, 60SA, 60SB, 60SC, 60SD, 60SE, 60SF, 60SG, 60SH, 60SI, 60SJ, 60SK, 60SL, 60SM, 60SN, 60SO, 60SP, 60SQ, 60SR, 60SS, 60ST, 60SU, 60SV, 60SW, 60SX, 60SY, 60SZ, 60TA, 60TB, 60TC, 60TD, 60TE, 60TF, 60TG, 60TH, 60TI, 60TJ, 60TK, 60TL, 60TM, 60TN, 60TO, 60TP, 60TQ, 60TR, 60TS, 60TT, 60TU, 60TV, 60TW, 60TX, 60TY, 60TZ, 60UA, 60UB, 60UC, 60UD, 60UE, 60UF, 60UG, 60UH, 60UI, 60UJ, 60UK, 60UL, 60UM, 60UN, 60UO, 60UP, 60UQ, 60UR, 60US, 60UT, 60UU, 60UV, 60UW, 60UX, 60UY, 60UZ, 60VA, 60VB, 60VC, 60VD, 60VE, 60VF, 60VG, 60VH, 60VI, 60VJ, 60VK, 60VL, 60VM, 60VN, 60VO, 60VP, 60VQ, 60VR, 60VS, 60VT, 60VU, 60VV, 60VW, 60VX, 60VY, 60VZ, 60WA, 60WB, 60WC, 60WD, 60WE, 60WF, 60WG, 60WH, 60WI, 60WJ, 60WK, 60WL, 60WM, 60WN, 60WO, 60WP, 60WQ, 60WR, 60WS, 60WT, 60WU, 60WV, 60WW, 60WX, 60WY, 60WZ, 60XA, 60XB, 60XC, 60XD, 60XE, 60XF, 60XG, 60XH, 60XI, 60XJ, 60XK, 60XL, 60XM, 60XN, 60XO, 60XP, 60XQ, 60XR, 60XS, 60XT, 60XU, 60XV, 60XW, 60XX, 60XY, 60XZ, 60YA, 60YB, 60YC, 60YD, 60YE, 60YF, 60YG, 60YH, 60YI, 60YJ, 60YK, 60YL, 60YM, 60YN, 60YO, 60YP, 60YQ, 60YR, 60YS, 60YT, 60YU, 60YV, 60YW, 60YX, 60YY, 60YZ, 60ZA, 60ZB, 60ZC, 60ZD, 60ZE, 60ZF, 60ZG, 60ZH, 60ZI, 60ZJ, 60ZK, 60ZL, 60ZM, 60ZN, 60ZO, 60ZP, 60ZQ, 60ZR, 60ZS, 60ZT, 60ZU, 60ZV, 60ZW, 60ZX, 60ZY, 60ZZ

The Muthoot Group - 20 Diversified Business Divisions:
 Financial Services | Wealth Management | Bank | Real Estate | Education | Power Generation | Leisure & Hospitality |
 Technology | Healthcare | Insurance | Media | Automobiles | Operations | Personal Loans | Micro Finance |
 Vedic Education | Estates | Personal Loans | Operations | Personal Loans | Micro Finance

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 ENIKEPADU, VIJAYAWADA



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

Y T V DURGA SAI

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

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PRINCIPAL

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


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Deputy General Manager - Business Partner

Reg. Office: No. 40, N. Arad, Changanassari, Ernakulam, Kerala, India. Phone: +91 484 233 0278 Fax: +91 484 233 6506/219 7399

Corp. Office South: No. 50, Kacharakambally, Narayankuzha St. Thiruvananthapuram, Kerala, India. Phone: +91 94470 20000

Website: www.muthootgroup.com | www.muthootfinance.com | CIP: 10810019710011390

The Muthoot Group - 20 Diversified Business Divisions:
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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

G. BALA MURALI

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10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.

11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.

12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.

13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever

14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.

15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.

16. You are required to submit the following documents and certificates in original at the time of your joining duties.

- a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
- b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

Deputy General Manager - Business Partner

Reg Office: New Alahandika Chambers, 3rd Floor, 40, Nageshram Road, Bangalore - 560018, India. Phone: +91 80 2334478, 2334490. Fax: +91 80 2334490. Email: info@muthootgroup.com, www.muthootgroup.com. CIN: L26512KA1999PT0001333.

Corp Office South: Plot No. 40, Nageshram Road, Bangalore - 560018, Karnataka, India. Phone: +91 80 2334478, 2334490. Fax: +91 80 2334490. Email: info@muthootgroup.com, www.muthootgroup.com. CIN: L26512KA1999PT0001333.

The Muthoot Group - 20 Diversified Business Divisions
Financial Services | Wealth Management | Agency | Real Estate | Education | Power Generation | Leisure & Hospitality
Automotive | Technology | Healthcare | Insurance | Retail | Education | Power Generation | Leisure & Hospitality
Automotive | Technology | Healthcare | Insurance | Retail | Education | Power Generation | Leisure & Hospitality

Muthoot Family - 800 years of Business Legacy

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



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

D N ANJANEYULU

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

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You will be paid salary of **Rs.17,000.00 (Rupees Seventeen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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

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15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
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We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

(Signature)
Deputy General Manager - Business Partner

Head Office - The Muthoot Group, 2nd Floor, Muthoot Chambers, 1000, Sreebhairya Temple Complex, P. J. Road, Ernakulam - 682 018, Kerala, India.
Phone: +91 484 239 0500 / 239 7339
Fax: +91 484 239 0500 / 239 7339

Corp. Office South - The Muthoot Group, Karnataka National Highway 4, 2nd Floor, T. Nagar, Tumkur Road, Bangalore - 560 029, Karnataka, India.
Phone: +91 80 2858 4900
Email: hr@muthootgroup.com | www.muthootgroup.com | CIN: L28100K1997PLC013210

The Muthoot Group - 20 Diversified Business Divisions:
Financial Services | Wealth Management | Money Transfers | Life Insurance | Securities | Vehicle Finance | Finance
Education | Power Generation | Leisure & Hospitality
Healthcare | Housing | Infrastructure | Education | Power Generation | Leisure & Hospitality
Real Estate | Plantations & Estates | Process Manufacturing | Infrastructure | Personal Loans | Micro Finance

Muthoot Family - 800 years of Business Legacy

(Signature)
PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

DEEPTHI,

Sub: LETTER OF APPOINTMENT

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PRINCIPAL

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

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We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

[Signature]

Deputy General Manager - Business Partner

Reg. Office: Bangalore, Karnataka, India
 Corp. Office South: Bangalore, Karnataka, India
 The Muthoot Group - 20 Diversified Business Divisions
 Wealth Management, Real Estate, Education, Healthcare, Logistics & Hospitality, Information Technology, Retail, Insurance, Financial Services, Operations, Personal Loans, Mutual Funds, Finance
 Muthoot Family - 800 Years of Business Legacy

[Signature]
 PRINCIPAL
 S.R.K. INSTITUTE OF TECHNOLOGY
 ENIKEPADU, VIJAYAWADA



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

GOWTHAMI

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

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At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

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ENIKEPADU, VIJAYAWADA.

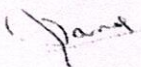
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for MUTHOOT FINANCE LIMITED


Deputy General Manager – Business Partner

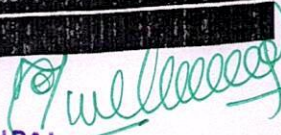
Reg. Office: Muthoot Finance Limited, Bunko Road, Punalur, Kottayam, Kerala, India
Phone: 0477 231 4228 / 231 4172 Fax: 231 4229 / 231 4239

Corp. Office South: No. 60, Kacharakattal, Karamana, Trivandrum, Kerala, India. Phone: 231 4228 / 231 4239

Website: www.muthootgroup.com | www.muthootfinance.com | www.muthootgroup.com | www.muthootgroup.com

The Muthoot Group - 20 Diversified Business Divisions:
Financial Services | Wealth Management | Money Transfers | Real Estate | Securities & Media | Vehicle Finance |
Insurance Technology | Healthcare | Education | Education | Power Generation | Leisure & Hospitality |
Venture Capital | Entertainment & Events | Personal Loans | Personal Finance | Personal Loans | Personal Finance

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ENIKEPADI, VIJAYAWADA



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 026-CDR/03029/22

Date: 21/06/2022

N ANUSHA

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as LOBBY EXECUTIVE with effect from 21/06/2022 on the following terms and conditions:

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11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
- a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

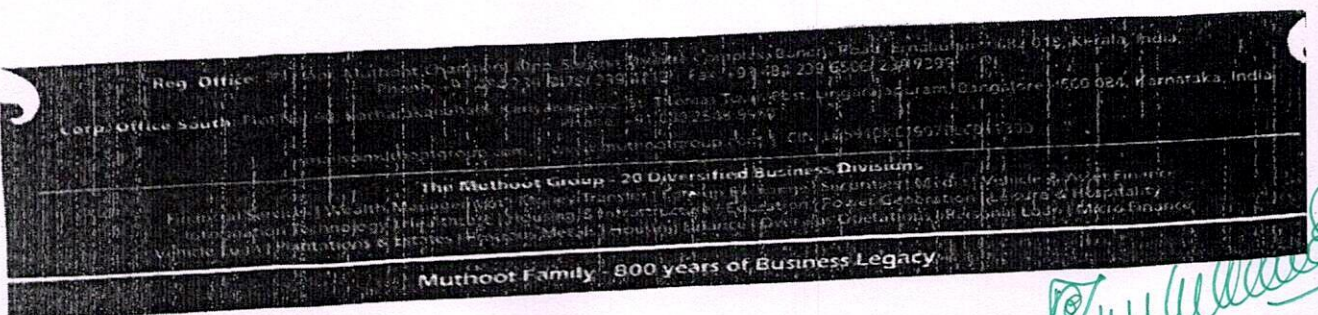
If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

Deputy General Manager - Business Partner



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ENIKEPADU, VIJAYAWADA.



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

KANUSHA

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and/or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.

You will be paid salary of **Rs. 17,000.00 (Rupees Seventeen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re-employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non-banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
 - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

[Signature]
Deputy General Manager - Business Partner

Reg. Office: Muthoot Finance Limited, 20th Floor, The Muthoot Group Building, 20th Floor, East Link Road, Bangalore - 560024, Karnataka, India
Phone: +91 80 2542 1678 / 2542 1679 / 2542 1680 / 2542 1681 / 2542 1682 / 2542 1683 / 2542 1684 / 2542 1685 / 2542 1686 / 2542 1687 / 2542 1688 / 2542 1689 / 2542 1690

Corp. Office South: Plot No. 50, Kachapattanam, Rethy, Bangalore - 560024, Karnataka, India
Phone: +91 80 2542 1678 / 2542 1679 / 2542 1680 / 2542 1681 / 2542 1682 / 2542 1683 / 2542 1684 / 2542 1685 / 2542 1686 / 2542 1687 / 2542 1688 / 2542 1689 / 2542 1690

www.muthootgroup.com | www.the-muthoot-group.com | CIN: L65101KA1997PT010001

The Muthoot Group - 20 Diversified Business Divisions
Financial Services | Wealth Management | Real Estate | Education | Power Generation | Leisure & Hospitality
Information Technology | Healthcare | Insurance | Automobile | Infrastructure | Retail | Agri-Business | Media & Entertainment | Logistics | Manufacturing | Other

Muthoot Family - 800 years of Business Legacy

[Signature]
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MCA 2021-2022 SELECTED LIST

S.No	Name of the Student	Roll No	Department	Placed Organization	Package
1	SIVA SHANTHI	20X41F0009	MCA	CAPGEMINI	4 LPA
2	SIRISHA	20X41F0011	MCA	CAPGEMINI	4 LPA
3	A.Kiranmayi	20X41F0002	MCA	INFOSYS	3.6 LPA
4	Shaik Zakheer Hussain	20X41F0039	MCA	SNOVASYS	3.6 LPA
5	N. Suneetha	20X41F0047	MCA	LOGIKWORKS	3 LPA
6	B DURGA PRASAD	20X41F0005	MCA	ATOS	3.4 LPA
7	Khaja Moinuddin Salar	20X41F0036	MCA	ATOS	3.4 LPA
8	Mohammad Shaziaya Ferdoz	20x41F0029	MCA	LOGIKWORKS	3 LPA
9	Golla Naveen Kumar	20x41F0017	MCA	WIPRO	2.6 LPA
10	K VENKATESH	20X41F0019	MCA	COGNIZANT	2.5 LPA
11	SK.Kabir	20X41F0037	MCA	COGNIZANT	2.5 LPA
12	Sravani Vengala	20X41F0043	MCA	COGNIZANT	2.5 LPA
13	Mohammad Shaziaya Ferdoz	20x41F0029	MCA	Savantis	2.4 LPA
14	Khaja Moinuddin Salar	20X41F0036	MCA	Savantis	2.4 LPA
15	A.Bhanu	20X41F0001	MCA	INFOSYS	2.2 LPA
16	LOK SAI TEJA	20X41F0007	MCA	INFOSYS	2.2 LPA
17	E.Ramu	20X41F0013	MCA	INFOSYS	2.2 LPA
18	MAHATHI	20X41F0014	MCA	INFOSYS	2.2 LPA
19	K Kotes	20X41F0020	MCA	INFOSYS	2.2 LPA
20	M Rajesh kumar	20X41F0027	MCA	INFOSYS	2.2 LPA
21	Mohammad Shaziaya Ferdoz	20x41f0029	MCA	INFOSYS	2.2 LPA
22	P.Sai Pavan Kumar	20X41F0032	MCA	INFOSYS	2.2 LPA
23	V.Kusuma	20X41F0041	MCA	INFOSYS	2.2 LPA
24	V Kranthi Kumar	20X41F0042	MCA	INFOSYS	2.2 LPA
25	R.Kalyani	20X41F0046	MCA	INFOSYS	2.2 LPA
26	SK.Kabir	20X41F0037	MCA	ILM	2.4 LPA


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EMPLOYMENT OFFER LETTER

Capgemini Ref: 6452768/1540209,

10/12/2022,
Chagalamarri Siva Shanthi.

H NO 3-34. Uulapalle (u), chagalmarri 17 (m), nandyal (Dt pincode 518553
Kurnool,
India.

Confidential

Dear Chagalamarri Siva Shanthi,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini ' or 'Company') starting from **12/22/2022** (or such other date as may be communicated to you by the Company), as per details given below.

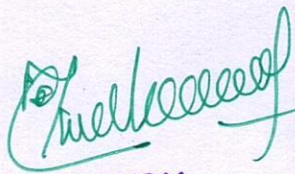
- A) Your current designation will be **Analyst/A4**.
- B) You will be required to work at the Company's offices in **Hyderabad**.
- C) You have to report by 9:00 am at **Hyderabad** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
Capgemini Technology Services India Limited. IT Park 1,115 / 32&35, Nanakram Guda,
Gachibowli, Hyderabad - 500 032

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:


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Analyst

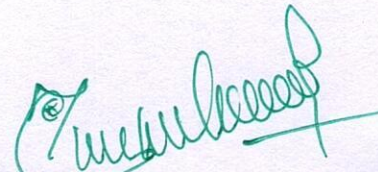
Total Cost to Company (CTC).

Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements - 1 #	Rs.1,890.00	Rs.22,680.00
Other Allowances and Reimbursements - 2 +	Rs.839.00	Rs.10,068.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,878.00	Rs.358,536.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 400,010.00

You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00



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+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements - 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

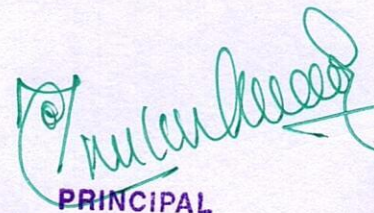
G.) You shall be eligible for following additional one-time payout:

- Special Incentive: You shall be eligible for one-time incentive of INR 25,000.00/- (Rupees Twenty Five Thousand Only) post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

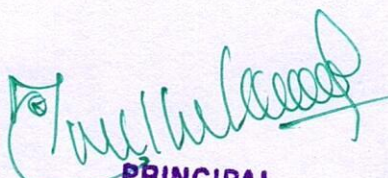


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J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
 - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 02/20/2023 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
 - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
 - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.


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K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Salil Mathew

Head - Talent Acquisition

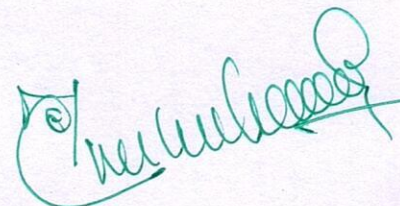
Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Chagalamari Siva Shanthi

Date: 10/12/2022



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EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

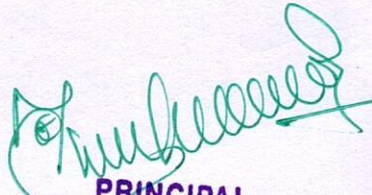
4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.


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5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

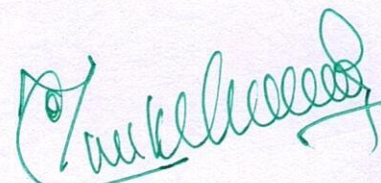
5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.



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5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

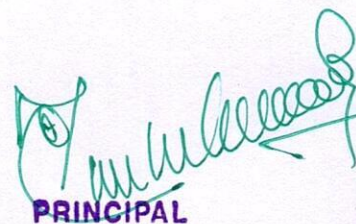
6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.



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6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

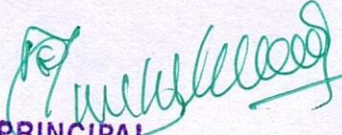
- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.



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7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

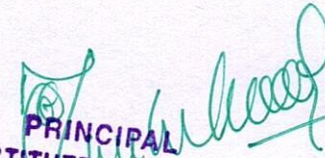
- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.


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c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Caggemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Caggemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

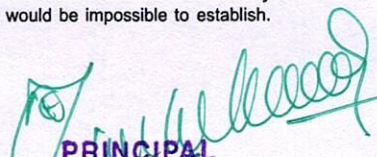
11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Caggemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.


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CONSENT LETTER

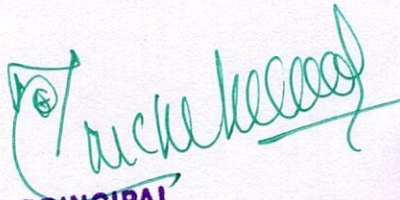
For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Caggemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi-judicial order,
 - e) auditor (including internal auditors, statutory auditors or Caggemini's clients or their auditor) for the purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance,
 - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit;
 - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature:
Date:


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ANNEXURE I (A)

Joining Documents

Please carry two set of photocopies-along with the original documents for verification as mentioned below:

I. Academic qualification (Highest qualification as applicable):

- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

II. Employment experience related documents(As applicable):

a. Current Employer

(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)

- Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months

b. Previous Employer(s)

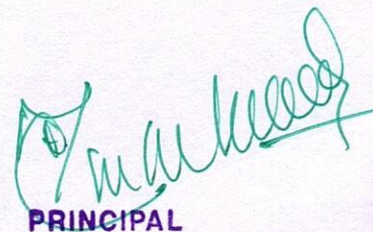
- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))

III. Mandatory Documents

- UAN card copy with KYC as "YES" (not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

IV. Proof of Identity (Any two):

- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id



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ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

***** You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked *****

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining***

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini*.

Court Verification Forms

- Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

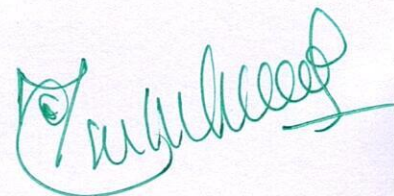
***In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

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2

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6452887/1540228,

10/14/2022,
Duppati Sirisha.

D.No:- 2-42, Kambhampadu, Pedakurapadu, Guntur(Dt), AP,522436
Vijayawada, Andhra Pradesh
India.

Confidential

Dear Duppati Sirisha,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or 'Company') starting from **12/22/2022** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**.
- B) You will be required to work at the Company's offices in **Hyderabad**.
- C) You have to report by 9:00 am at **Hyderabad** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
Capgemini Technology Services India Limited. IT Park 1,115 / 32&35, Nanakram Guda,
Gachibowli, Hyderabad - 500 032

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:


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Analyst

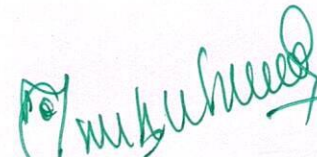
Total Cost to Company (CTC).

Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements - 1 #	Rs.1,890.00	Rs.22,680.00
Other Allowances and Reimbursements - 2 +	Rs.839.00	Rs.10,068.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,878.00	Rs.358,536.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.388,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 400,010.00

You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00



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+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements - 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
 2. Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
 3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.



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E.) The following elements are included in the compensation package stated above:

1. **Provident Fund-** You will be covered under the Caggemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. **Gratuity-** Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. **Group Medical Insurance-** In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. **Group Personal Accident Insurance-** You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. **Group Term Life Insurance-** You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. **Transport Facility-** Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. **Annual Leave/Public Holidays-** You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

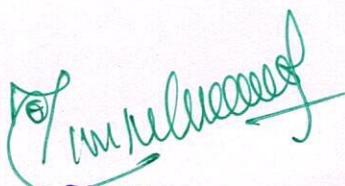
G.) You shall be eligible for following additional one-time payout:

- **Special Incentive:** You shall be eligible for one-time incentive of **INR 25,000.00/- (Rupees Twenty Five Thousand Only)** post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) Probationary Period:

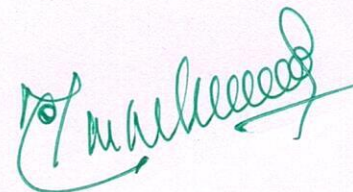
1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.


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J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
 - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 02/20/2023 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
 - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
 - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.



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K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Salil Mathew

Head - Talent Acquisition

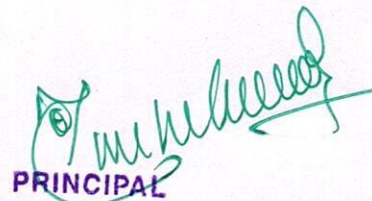
Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **Duppati Sirisha**

Date: **10/14/2022**



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EXHIBIT 1

Terms & Conditions of Employment with Caggemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Caggemini Technology Services India Limited ("Caggemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

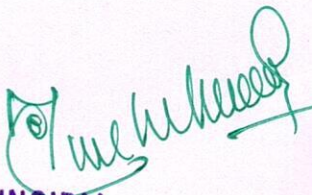
4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.


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5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Caggemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Caggemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Caggemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.


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5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

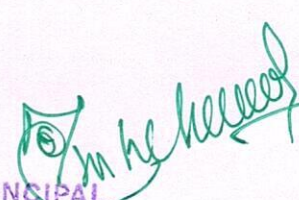
6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.


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6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.


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c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

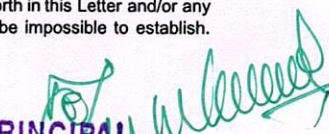
11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.


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CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi-judicial order,
 - e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance,
 - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
 2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit;
 - b.) clients/prospects in relation to any staff augmentation assignments.
 3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
 4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
- I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
 7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature:
Date:


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ENIKEPADU, VIJAYAWADA.**

ANNEXURE I (A)

Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

I. Academic qualification (Highest qualification as applicable):

- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

II. Employment experience related documents(As applicable):

a. Current Employer

(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)

- Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months

b. Previous Employer(s)


- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))

Mandatory Documents

- UAN card copy with KYC as "YES" (not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

IV. Proof of Identity (Any two):

- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id



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ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

***** You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked *****

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable. These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining***

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

Court Verification Forms

- Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

***In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

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Page 15 of 15

12:16

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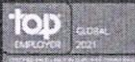
You have a job offer for Systems Engineer role at Infosys



Inbox



Infosys Freshers... 8:54 AM
to Infosys



Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

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. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to 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.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition
Infosys

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5

Kiranmai Annepu <kiranmaiannepu@gmail.com>
To: srkittpo@gmail.com

Thu, Oct 27, 2022 at 3:04 PM

----- Forwarded message -----

From: **Kiranmai Annepu** <kiranmaiannepu@gmail.com>
Date: Thu, Oct 27, 2022, 3:04 PM
Subject: Fwd: You have a job offer for Systems Engineer role at Infosys
To: <srkittpo@gmail.com>

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, Apr 22, 2022, 8:54 AM
Subject: You have a job offer for Systems Engineer role at Infosys
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Dear Student,

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In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

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Kiranmai Annepu <kiranmaiannepu@gmail.com>
To: srkittpo@gmail.com

Thu, Oct 27, 2022 at 3:04 PM

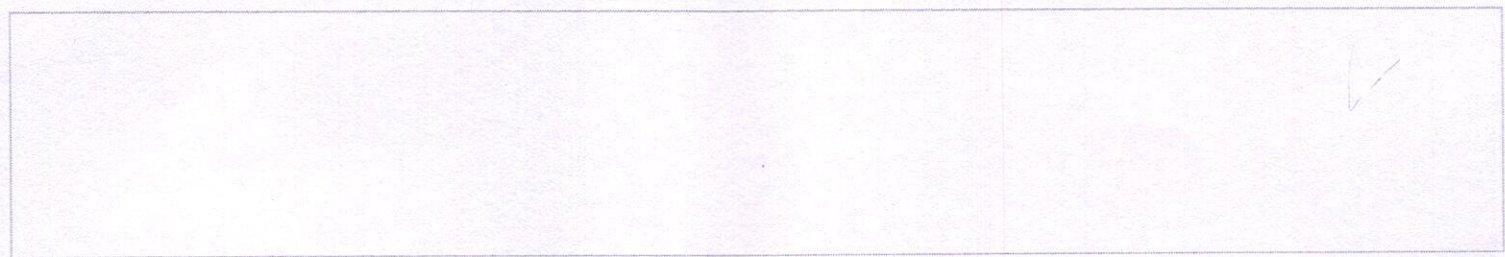
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We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys

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2 attachments

image001.jpg


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20X41 F0039

SNOVASYS

SNOVASYS SOFTWARE SOLUTIONS INDIA PVT LTD
(GST Number - 37AAFCK6891H1Z1)

Parent Head Office:

Spaces, The Charter Building, Uxbridge,
London, UB8 1JG, United Kingdom
www.snovasys.com | info@snovasys.com

Indian Offices:

Hyderabad, Ongole

16th December 2021

Dear Mr. Shaik Zakheer Hussain,

Congratulations!

Welcome to **Snovasys** family and being the part of development team. Further to the interview conducted at your campus, out of many of students applied for this position, you were chosen as one of the suitable candidates.

Snovasys is an ISO 9001:2015 Certified company with more than 10 years of experience building Enterprise Applications based out of London.

It is very pleasurable to select you as a "Software Trainee Engineer". Your assigned work location is **Ongole**.

The offered CTC package is INR 3,60,000 after completion of probation according to the company policy and performance of the candidate.

The duration of the service agreement is 3 years. You will be intimated about the date of joining for job through a separate email.

We hope you will enjoy the learning and have an enriching experience being part of Snovasys family. **If you accept this offer, you are required to return the email with confirmation as a token of your acceptance.**

On your confirmation, You will receive a mail from us to help you with the Pre-Joining formalities. We look forward to having you with us.

All the very best.


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NKN Ozone Building, 1st and 3rd floor's, Lambadi Donka, ONGOLE - 523 002, Ph: +91-8502-283234.
CIN: U72200AP2014FTC095671. Subsidiary of Foreign Company (Snovasys Software Solutions Ltd, UK)
Incorporated Under the Companies Act 2013. Our Branches: UK-London, India-Hyderabad, ENKEPADA, VIJAYAWADA.

7

logik*works

24th December 2021

OFFER LETTER

20X 41F0047

Dear Sunitha N,

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.

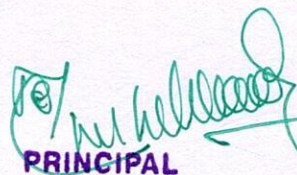
We are excited and confident that you will make an outstanding contribution at Logik Works. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For **Logik Works**



Sumanjan Gorenka
Founder & CEO

ACCEPTED


PRINCIPAL

Sunitha N **S.R.K. INSTITUTE OF TECHNOLOG**
Date : **ENIKEPADU, VIJAYAWADA.**

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Sunitha N** ("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 month's 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

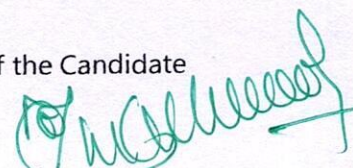
Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired 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

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Signature of the Candidate



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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

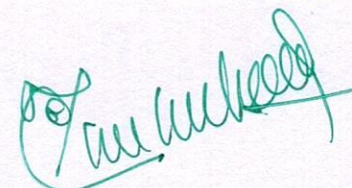
This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

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.

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Signature of the Candidate



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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:

Place:

Witness Name:

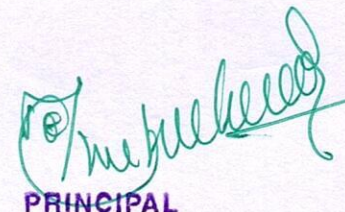
Place:

Signature:

Date:

Witness Signature:

Date:



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ENIKEPADU, VIJAYAWADA.**

Annexure I

Name	Sunitha N	
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.

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Sumanjan Gorenka
Founder & CEO

Signature of the Candidate

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Date: 30/05/2022

Intent to Offer

Dear Durga Prasad Baluguri,

Syntellect ID: ASB22279920

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

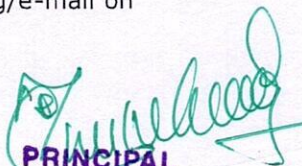
This Offer of Intent is valid subject to:

- Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.



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ENREBADI, HAYAWADA.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Encl: Annexure

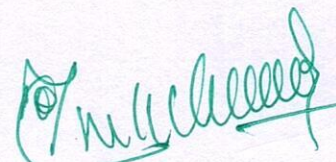


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ANNEXURE A**SALARY DISTRIBUTION**

Name:	Durga Prasad Baluguri	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
Pay and Allowance	Monthly	Yearly
Basic Salary	9,917	1,19,000
Basket of Allowances	14,583	1,75,000
Gross pay and allowances	24,500	2,94,000
Provident Fund (PF)	1,800	21,600
Statutory Bonus	2,033	24,400
Statutory & Retirals Benefits	3,833	46,000
Cost to Company	28,333	3,40,000



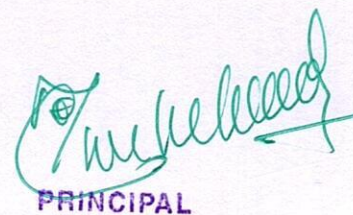
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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



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If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

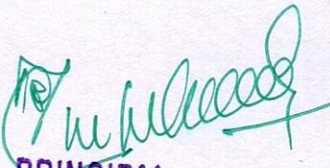
For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

S. Raja Moideen.


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Encl: Annexure



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ANNEXURE A**SALARY DISTRIBUTION**

Name:	Salar Moinuddin		
Designation:	Associate Consultant		
Band & Grade:	GCM 1		
		Annual	Monthly
Basic Salary		119,000	9,917
Basket of Allowances (BOA)		175,000	14,583
Gross Pay & Allowances		294,000	24,500
Provident Fund (PF)		21,600	1,800
Statutory Bonus		24,400	2,033
Statutory & Retirals Benefits		46,000	3,833
		340,000	28,333


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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



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24th December 2021**OFFER LETTER**

20 X 41 F0029

Dear Shazia Ferdoz,

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****Sumanjan Gorenka**
Founder & CEO

ACCEPTED

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Shazia Ferdoz
Date : S.R.K. INSTITUTE OF TECHNOLOGY
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Annexure I

Name	Shazia Ferdoz	
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.

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Sumanjan Gorenka
Founder & CEO

Signature of the Candidate

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Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Shazia Ferdoz** ("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 month's 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

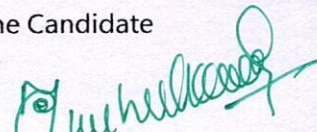
Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired 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

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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

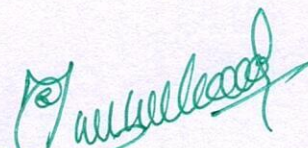
This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

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.

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Signature of the Candidate



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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:

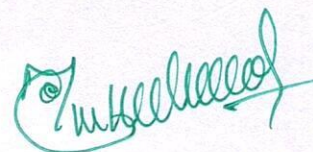
Date:

Witness Name:

Witness Signature:

Place:

Date:



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January 11, 2022

20X41F0017

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear GOLLA NAVEEN KUMAR,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
 For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment for academic program.

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

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 scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along

[Handwritten Signature]
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with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

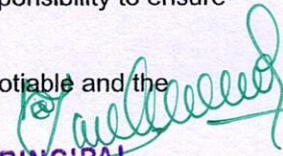
- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.


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- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and 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 Head / Manager of WILP Academy
- ii. 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.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

[Handwritten Signature]
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- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

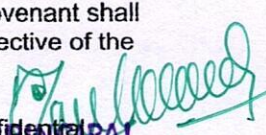
8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. CONFIDENTIALITY:

- i. 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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 Wipro.


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10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the


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remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I GOLLA NAVEEN KUMAR, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP

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In this context, I also agree to the retention of such Personal Information 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, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate 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 enrolment is subject to my aggregate meeting the Wipro 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 termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

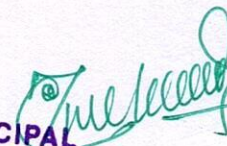
ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. 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 stipend. You may utilize this amount towards Travel and you would not need to submit bills


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towards usage of this amount.

- ii. 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

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) 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 stipend and you would not need to submit bills towards usage of this amount.

- ii. 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:

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.

- iii. 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.

- iv. 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.

Accept Decline

Signature GOLLA NAVEEN KUMAR 11/1/2022 6:28 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23160953


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03-Jun-2022

Dear Venkates Kunduru,
B.Sc, Computer Science
Vikrama Simhapuri University, Nellore

Candidate ID – 21469014

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **50%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous

Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

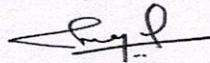
3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) (If offered to you) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

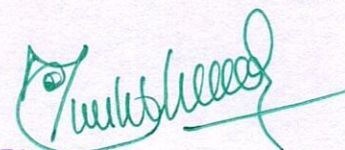


Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



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Compensation and Benefits

Name: Venkates Kunduru

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
Annual Gross Compensation			220,500
Incentive Indication (per annum)**			12,000
Annual Total Compensation			232,500
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

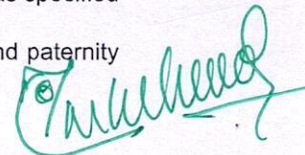
- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 **PRINCIPAL**

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Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

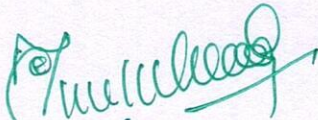
* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Venkates Kunduru, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly

engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force.

Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

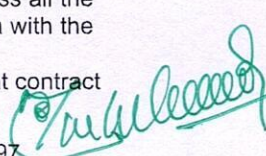
During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract

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or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude


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- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Venkates Kunduru

Sign: _____
Name: _____

Sign: _____
Date: _____


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04-Jul-2022

Dear Shaik Kabeer,
BCA, Computer Application
PB Siddhartha College of Arts and Science, Vijayawada

Candidate ID – 20764352

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before joining us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous

Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

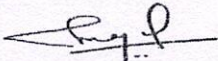
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) (If offered to you) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



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Compensation and Benefits

Name: Shaik Kabeer

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
Annual Gross Compensation			220,500
Incentive Indication (per annum)**			12,000
Annual Total Compensation			232,500
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

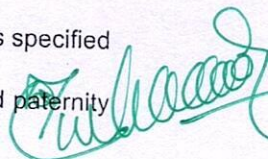
- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



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Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

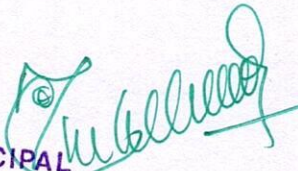
* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.


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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Shaik Kabeer, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly


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engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws.

Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

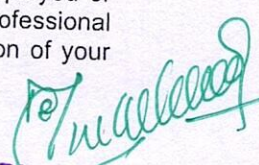
9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract



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or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

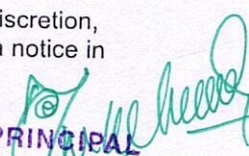
You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude


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- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

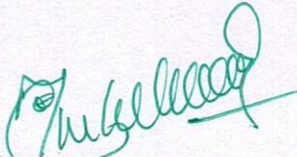
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Shaik Kabeer

Sign: _____
Name: _____

Sign: _____
Date: _____



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23-Jan-2022

Dear Sravani Vengala,
B.Sc, Computer Technology
VJ (Vijaya Jyothi) Degree College, Mangalagiri

Candidate ID – 19878650

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

Compensation and Benefits

Name: Sravani Vengala

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy


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Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Sravani Vengala, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

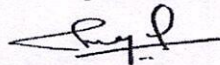
- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



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- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited · Sravani Vengala

Sign: _____

Sign: _____

Name:

Name:


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

DOC: - SA/TA/Hyd/2022/2864

Date: -18/01/2022

Dear MD.SHAZIAYA FERDOZ

20x41F0029

19

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.



DOC: - SA/TA/Hyd/2022/2863

Date: -18/01/2022

Dear SALAR MOINUDDIN KHAJA

20.X41 F0036

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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Sincerely,

Digitally signed
by MANISH
MODI Date:
2022.01.18

Manish Modi
Manager Recruitment



PRINCIPAL

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

June 13, 2022

HRD/2T/1004418565/22-23

Ms. Bhanusree Lakshmi Supraja Addepalli
1-34-3,Vellampalli,Mainroad,
Maddhipadu(M),Prakasam(D)
Ongole-523211
India

Ph: +91-8978861536

Dear Bhanusree Lakshmi Supraja,

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: 2022.06.13 19:38:20 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

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

June 13, 2022

HRD/1004418565/22-23

Ms. Bhanusree Lakshmi Supraja Addepalli
1-34-3, Vellampalli, Mainroad,
Maddhipadu(M), Prakasam(D)
Ongole-523211
India

Ph: +91-8978861536

Dear Bhanusree Lakshmi Supraja,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

JoiningYour scheduled date of employment with us will be **07-Jul-2022**.**Location**

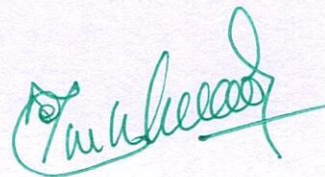
Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



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

March 3, 2022

HRD/2T/1003953725/21-22

Mr. Loksaiteja Chalamalasetti

Chilakalapudi/D:No 19/88

Krishna District
Machilipatnam-520999

India

Ph: +91-8125218376

20X41F0007

Dear Loksaiteja,

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: 2022.03.03 17:35:07 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

PRINCIPAL

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

March 3, 2022

HRD/1003953725/21-22

Mr. Loksaiteja Chalamalasetti
Chilakalapudi/D:No 19/88

~~Machilipatnam~~ District-520999
India

Ph: +91-8125218376

Dear Loksaiteja,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

JoiningYour scheduled date of employment with us will be **07-Mar-2022**.**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.


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CHILAKALAPUDI, VIJAYAWADA.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 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.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



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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 condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

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 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.

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.


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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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

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.

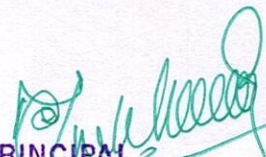
Background Checks

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.


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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Loksajteja Chalamalasetti			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
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)				1,36
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
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	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				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				


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ENIKEPADU, VIJAYAWADA.

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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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Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.


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

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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

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PRINCIPAL

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

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.

Your employment will be governed by the rules, regulations and policies of the Company.
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.

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: 2022.05.02 14:08:33 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
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PRINCIPAL
S.R.K. INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA.

HRD/2T/1003458571/21-22

Ms. Emani Sree Lakshmi Mahathi
Dno:18-10-30, Kedareshwara Pet 2Ndline
Near Futher Path High School
Vijayawada-520003
India

20X4/F0014

Ph: +91-9182074791

Dear Emani,

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.

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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: 2022.03.18 23:00:08 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
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HRD/1003458571/21-22

Ms. Emani Sree Lakshmi Mahathi
Dno:18-10-30, Kedareswara Pet 2Ndline
Near Futher Path High School
Vijayawada-520003
India

Ph: +91-9182074791

Dear Emani,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Mar-2022**.

Location

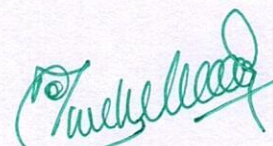
Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

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

March 23, 2022

HRD/1003328777/21-22

Mr. Kagitha Koteswar
Godugupeta
MACHILIPATANAM
Machilipatanam-521000
India

Ph: +91-7989086178

Dear Kagitha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **28-Mar-2022**.

Location

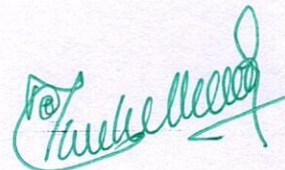
Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending 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, hereby give your irrevocable consent to the above.

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Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



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

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 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.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



PRINCIPAL

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

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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

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.

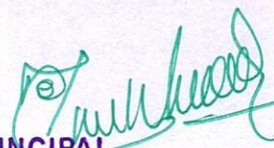
Background Checks

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.



PRINCIPAL

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

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.

Your employment will be governed by the rules, regulations and policies of the Company. 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.

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: 2022.03.23 17:28:26 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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Infosys[®]

Navigate your next

March 3, 2022

HRD/2T/1003953409/21-22

Mr. Maraka Rajesh Kumar
11/195-18, Brahmaipuram, Pedana
D.No: _6-56, Kondipalem, Vadlamannadu
Machilipatnam-521366
India

Ph: +91-7815851535

Dear Maraka,

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.

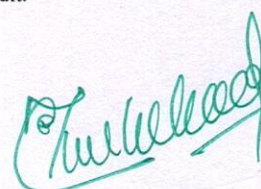
Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.03.03 16:17:19 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
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T 91 80 2852 0261
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askus@infosys.com
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HRD/1003953409/21-22

Mr. Maraka Rajesh Kumar
11/195-18, Brahmaपुरam, Pedana
D.No: 6-56, Kondipalem, Vadlamannadu
Machilipatnam-521366
India

Ph: +91-7815851535

Dear Maraka,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **07-Mar-2022**.

Location

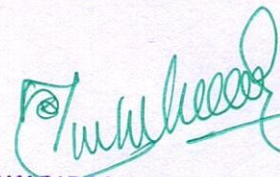
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Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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

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Increments and Promotions

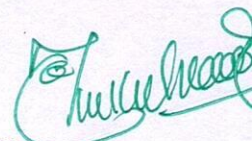
Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

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.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



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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 condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

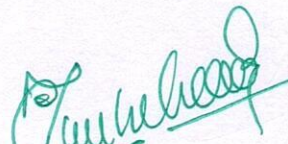
Ex - Gratia / Bonus

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 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.

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.



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ENIKEPADU, VIJAYAWADA.

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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

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.

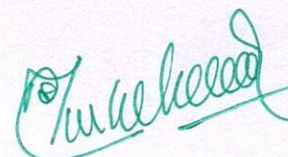
Background Checks

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.



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ENIKEPADU, VIJAYAWADA.**

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 an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should 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 be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. 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.

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.



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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.

Your employment will be governed by the rules, regulations and policies of the Company. 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.

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____

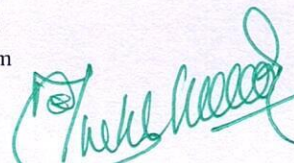
Sign your name

Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.03.03 16:17:19 IST
Reason: Digitally Signed
Location: Bangalore

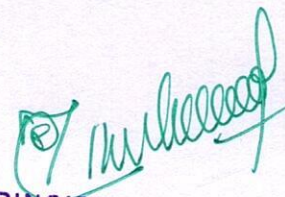
INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com



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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Maraka Rajesh Kumar			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
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)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
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	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				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



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ENIKEPADU, VIJAYAWADA.

HRD/2T/1000814824/21-22

Ms. Shaziaya Ferdoz Mohammad
30-9-7/6,Durgaaghraram,
Numburivari Street,Eluru Road
Vijayawada-520002
India

Ph: +91-9398860370

Dear Shaziaya Ferdoz,

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: 2022.03.18 23:00:26 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
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T 91 80 2852 0261
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S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.

March 18, 2022

HRD/1000814824/21-22

Ms. Shaziya Ferdoz Mohammad
30-9-7/6,Durgaaghraram,
Numburivari Street,Eluru Road
Vijayawada-520002
India

Ph: +91-9398860370

Dear Shaziya Ferdoz,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

JoiningYour scheduled date of employment with us will be **28-Mar-2022**.**Location**

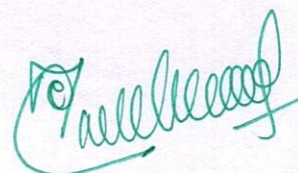
Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

**PRINCIPAL****S.P.K. INSTITUTE OF TECHNOLOGY
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Infosys®

Navigate your next

June 13, 2022

HRD/2T/1000835028/22-23

Mr. Pamarthi Sri Sai Pavan Kumar
D.No: _ 6-56,Kondipalem,
Vadlamannadu,Krishana District,
Machilipatnam-521331
India

Ph: +91-9494313677

Dear Pamarthi,

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: 2022.06.13 19:37:31 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/1000835028/22-23

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D.No: _ 6-56, Kondipalem,
Vadlamannadu, Krishana District,
Machilipatnam-521331
India

Ph: +91-9494313677

Dear Pamarthi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **07-Jul-2022**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



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Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 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

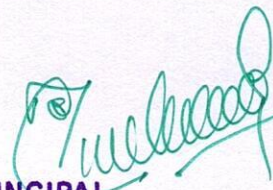
Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

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.

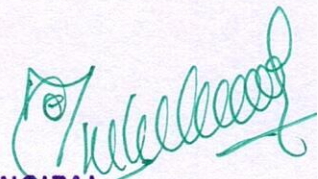
Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



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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 condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

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 of this letter. The mode of payment for Financial Year 2022-23 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.

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.



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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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

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.

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.


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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 an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should 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 be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. 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.

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.


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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.

Your employment will be governed by the rules, regulations and policies of the Company. 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.

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: 2022.06.13 19:37:31 IST
Reason: Digitally Signed
Location: Bangalore

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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Pamarthi Sri Sai Pavan Kumar			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
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)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
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	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				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

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ENIKEPADU, VIJAYAWADA.

HRD/2T/1002878611/21-22

20X41 F0041

Ms. Kusuma Vasa
No. 3-333/343
MANGALAGIRI
Mangalagiri-522502
India

Ph: +91-7207763457

Dear Kusuma,

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: 2022.03.03 10:50:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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44, Infosys Avenue
Electronics City, Hosur Road
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Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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Increments and Promotions

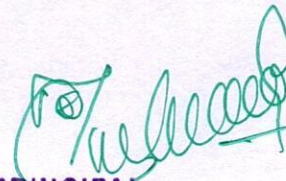
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Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



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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 months' 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.

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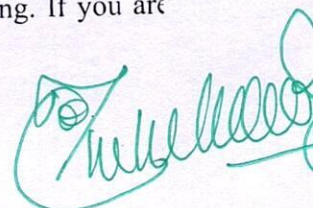
Background Checks

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.

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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.



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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.

Your employment will be governed by the rules, regulations and policies of the Company. 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.

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: 2022.03.03 10:50:29 IST
Reason: Digitally Signed
Location: Bangalore

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

February 4, 2022

HRD/2T/1001530754/21-22

Mr. Kranthi Kumar
Door 43-6-15,
Block No 98, Ajithsingh Nagar,
Vijayawada-520008
India

Ph: +91-9642232887

Dear Kranthi,

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: 2022.02.04 12:22:50 IST
Reason: Digitally Signed
Location: Bangalore

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February 4, 2022

HRD/1001530754/21-22

Mr. Kranthi Kumar
Door 43-6-15,
Block No 98, Ajithsingh Nagar,
Vijayawada-520008
India

Ph: +91-9642232887

Dear Kranthi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **07-Feb-2022**.

Location

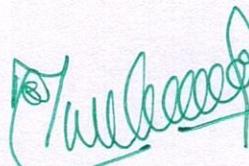
Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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."*

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The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



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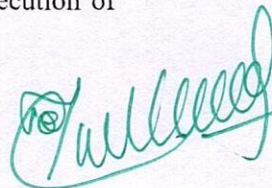
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Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

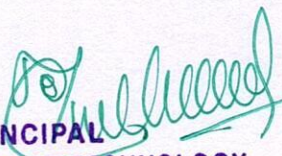
Ex - Gratia / Bonus

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 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.

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.


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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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

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.

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.


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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 an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should 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 be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. 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.

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.


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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Kranthi Kumar			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
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)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
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	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				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				


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HRD/2T/1003363406/22-23

Ms. Raghumandla Kalyani
D.No:59A-8/10-9,
Maruthi Co-Operative Colony, Patamata,
Vijayawada-520010
India

Ph: +91-8688286475

Dear Raghumandla,

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

VP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.13 20:29:00 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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**S.R.K. INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA.**

June 13, 2022

HRD/1003363406/22-23

Ms. Raghumandla Kalyani
D.No:59A-8/10-9,
Maruthi Co-Operative Colony, Patamata,
Vijayawada-520010
India

Ph: +91-8688286475

Dear Raghumandla,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Timing

Your scheduled date of employment with us will be **07-Jul-2022**.

Location

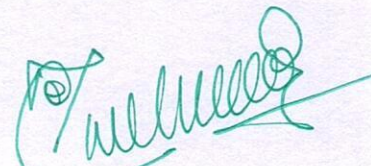
Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending 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, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "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

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



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Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 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.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.


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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 condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

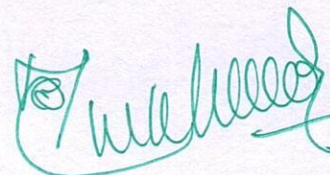
Ex - Gratia / Bonus

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 of this letter. The mode of payment for Financial Year 2022-23 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.

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.



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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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

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.

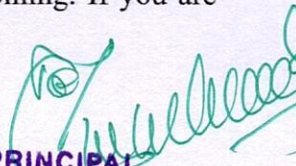
Background Checks

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.


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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 an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should 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 be required to produce all marks sheets and other relevant documents at the time of joining.

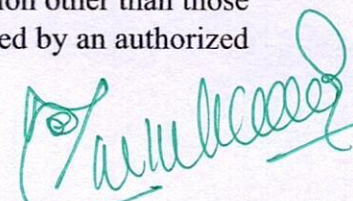
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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The 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.



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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.

Your employment will be governed by the rules, regulations and policies of the Company. 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.

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

_____ Location

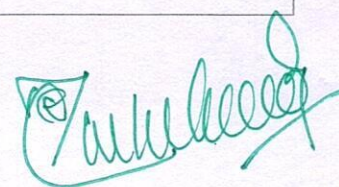
Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.13 20:29:00 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)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Raghumandla Kalyani			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
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)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Name	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	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				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



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ENIKEPADU, VIJAYAWADA.



INSTITUTE of LANGUAGE MANAGEMENT® (P) Ltd.,

CIN: U22110KA2002PTC031097

Ref Code: ILM/CI/2022-2023/031

20X41F0037

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Shaik Kabeer

Date: 04-03-2022

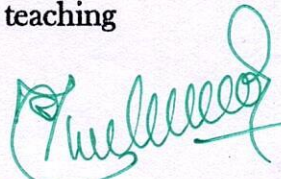
Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2022 to February / March / April 2023 (8-9 months). While welcoming you to 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 April / May / June 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.

ILM/CI/EML/22-23/003/1.0


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Page 1 of 6
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

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



Ref Code: ILM/CI/2022-2023/031

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Shaik Kabeer

Date: 04-03-2022

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 June / July / 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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ILM/CI/EML/22-23/003/1.0



Ref Code: ILM/CI/2022-2023/031

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.

ILM/CI/EML/22-23/003/1.0

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Page 2 of 6



Ref Code: ILM/CI/2022-2023/031

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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Ref Code: ILM/CI/2022-2023/031

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 prorata 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/2022-2023/031

You are required to send us your acceptance letter of the above terms and conditions on or before **25-03-2022** 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 **25-03-2022**, 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
Take Home	₹ 13,838
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
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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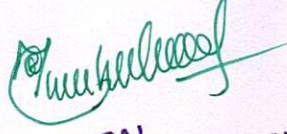

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IMBA 2021-2022 SELECTED LIST

S.No	Name of the Student	Roll No	Department	Placed Organization	Package
1	S.Praneetha	17X41M0017	IMBA	PWC	5.52 LPA
2	Ruthvik	17X41M0006	IMBA	STATE STREET HCL	3.2 LPA
3	Ruthvik	17X41M0006	IMBA	BAJAJ	2.4 LPA
4	Alim Munna	17X41M0015	IMBA	STATE STREET HCL	3.2 LPA
5	J.Durga Pavani	17X41M0008	IMBA	STATE STREET HCL	3.2 LPA



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2021
MBA 26



Suraneni Praneetha

#203, City Home Sai Kastle, Bandari Layout, Nizampet, Kukatpally, Hyderabad - 500072

8 Dec 2021

Dear Suraneni Praneetha,

Subject: **Offer letter**

We are pleased to offer you the position of **Associate** in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on **8 Dec 2021**, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be **Bangalore**.

Your **Total Fixed Compensation** will be Rs. **552200** as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of **seven calendar** days only. To confirm your acceptance to this employment offer, please initial all the pages and put your signature on the declaration at the last page of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within **seven days** from the date of receipt of the offer letter.

DocuSigned by:
Anirban Bose

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PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091

Telephone: +91 (33) 6620 9018,

Email id: pwcfdc@xa.pwc.com, Website: <https://www.pwc.in/sdc.html>

CIN: U72200WB2010PTC142115

DocuSigned by:
S. Praneetha

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We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

DocuSigned by:
Anirban Bose
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Anirban Bose
Authorised Signatory
09.12.2021

Suraneni Praneetha

Date

Date

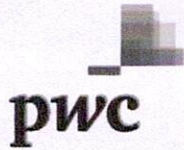
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Anirban Bose
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Appendix A

Please note that as an employee of the Company, you will be subject to compliance with all the policies and procedures of the Company including but not limited to those relating to Independence, Risk Management, Ethics and Compliance (including Data Protection), NIS, Technology and Code of Conduct, as amended from time to time within PwC Network. Non-compliance to the same will be treated as per the policies of Company.

This section outlines the details of your compensation. Please contact your Talent Acquisition point of contact if you have any queries or clarifications. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

8 Dec 2021

Name: **Suraneni Praneetha**

Designation: **Associate**

Location: **Bangalore**

Compensation details

Components	Per Annum (Rs)
Basic	210800
House Rent Allowance	105400
Provident Fund (Employer's Contribution)	25296
Statutory Bonus	16800
Reimbursable Flexible Benefit (RFB)	168704
Fixed Compensation	527000
Meal Vouchers	13200
Out of office connectivity reimbursement	12000
Total Fixed Compensation	552200
Performance Bonus	As per company policy
Benefits (Estimated Value)	
Mobile Phone Allowance	As per company policy
Mobile Phone Connection	As per company policy
Group Personal Accident Insurance	420
Medical Insurance	38,593
Group Life Insurance	1253
Bus Subsidy	As per company policy
Total Benefits ⁽¹⁾	40,266
Gratuity	As per provisions of prevailing regulations of Payment of Gratuity Act 1972
<i>All the above benefits are as per Company's policies and may have tax implications. They are subject to change from time to time and depend on entitlement policy. Benefits if not availed cannot be claimed as cash equivalent</i>	
<i>⁽¹⁾ The value above is only the estimated monetized value of the applicable benefits</i>	

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Email id: pwcsdc@xa.pwc.com, Website: <https://www.pwc.in/sdc.html>

CIN: U72200WB2010PTC142115

DocuSigned by:

S. Praneetha

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S. Praneetha

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All the above amounts are based on a full year of service and the amount payable would be determined pro-rata based on the number of days that you serve with the Company during the applicable financial year.

The offered salary is as per the **MBA** fresher (or equivalent) pay grade of PwC SDC subject to successful completion of the **MBA** (or equivalent) examinations and submission of the necessary mark-sheets /certificates **within 6 months from the date of joining**. Any exception to it will result in the salary to be revised as per the Graduate fresher pay grade of PwC SDC.

The Company ensures that all female employees are offered necessary benefits under the Maternity Benefit Act, 1961 as amended from time to time.

All female employees who have worked in the Company for a period of not less than 80 days (in the twelve months immediately preceding the date of her expected delivery) will be eligible for 26 calendar weeks of maternity leave on full pay out of which not more than 8 weeks shall precede the date of expected delivery w.e.f. 1st April, 2017.

For an employee with two or more surviving children, leave entitlement shall be 12 weeks, out of which not more than 6 weeks shall precede the date of expected delivery.

Guidelines and conditions prescribed under the Maternity Benefit Act of 1961 as amended from time to time would apply.

Annual Variable Pay

In addition to the above Fixed Compensation, you will be eligible for Annual Variable Pay which is your performance linked incentive. The variable pay pay-out, will vary, primarily on your individual performance and the performance of the Company. The disbursement of the Variable Pay, if applicable, is subject to you being active on the rolls of the Company on the date of disbursement. The application, interpretation, amendments if any, and any determinations related to, the performance linked incentive is at the sole discretion of the Company.

Annual Variable Pay will be payable as per Company policy (as amended from time to time) subject to you being on the payroll of the Company on the date of disbursement of such bonus. The Fixed Compensation and Variable Pay shall be subject to tax deduction at source as per the applicable provisions of the Income Tax Act, 1961.

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Appendix B

This section outlines the general terms and conditions that would govern your employment with PwC SDC.

General Terms & Conditions

1. Duties

During the term of your employment, you shall render the services enumerated and as are customarily associated with or incident to your position in the company and shall perform such other duties and responsibilities for the Company may reasonably require, consistent with such a position.

You shall diligently and faithfully serve the Company and shall obey all reasonable and lawful directions given to you by or under the authority of the board of directors of the Company and/or your superiors and shall comply with the policies, rules and regulations established by the Company as amended from time to time.

2. Verification

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

3. Date of Birth

The date of birth declared by you is **05-May-2000**. You will be bound by such declared date of birth in all service matters with the Company, including your retirement age.

4. Probation

You will be on a Probation period of **six months** from your date of joining, during which your performance will be reviewed. Only on successful completion of the probationary period, based on your satisfactory performance review, your continued employment with PwC SDC will be confirmed by a mail to that effect. Your probation period shall be governed by the extant probation policy of the Company. During the probation period, either the Company or you may terminate your employment by giving a month's notice to the other party. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company.

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 Kolkata 700 092

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5. Working Hours

The working hours of the Company have been provided in the HC Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties as a professional within the required time frame. Depending on business circumstances you might be required to work beyond office hours which is a part of your professional responsibility within the terms of this contract.

6. Leave

Your annual leave entitlement will be as provided in the HC Policy of the Company as amended from time to time.

7. Posting & Transfer

Your job may require you to proceed, from time to time, on assignments to stations outside your base office location and locations overseas. Based on exigencies of work and at the discretion of the Company your services may be transferred to any office of the Company or its associate companies in India or abroad. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer you will be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with applicable immigration/visa rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. Further you must abide/comply with Company's policies, processes and guidelines related to information security, data protection and privacy, incident management and associated procedures. You shall not bring any such information or data into the Company. As the basic nature of work is confidential in nature hence maintaining confidentiality is a pre-requisite that needs to be established to confirm your readiness to work assigned by PwC SDC.

You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company all papers and documents and all other property pertaining to the Company or affairs of the Company or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure / confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or

DocuSigned by:

Amitabh Bose

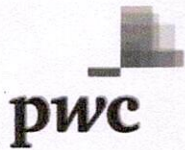
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S. Praveetha

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after the termination of your employment with us, you will be personally liable to our clients or third parties.

You should keep yourself informed and compliant with the Confidentiality Policy of the Company, as may be amended from time to time. This Confidentiality Clause shall survive termination of this agreement.

9. Intellectual Property and Copyright

Any copyright material or intellectual property or any invention or patentable idea created by you during the course of employment, belongs to and vests in the Company and you agree that if required you shall execute any documents and do all that is necessary, at the expense of the Company, to assign the said rights to the Company and / or to effect the registration of such rights in the name of the Company or its nominee in any country in the world.

We wish to mention that provisions of the Indian Copyright Act, 1957 are to be complied with whereby unauthorized copying of software, documentation, manuals, designs, technical know-how etc. is an infringement of this act and is a disciplinary offence. You are strictly advised not to indulge in such activities and in case you do so indulge, you shall do so at your own risk and peril.

Also, the nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on an unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for utilization or disposal of the same; and consenting to the Company and/or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10 A. Independence

As an employee of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (the Company or PwC SDC), a member of the PwC Network, you will be required to comply with laws and regulations governing independence as they relate to your personal financial interests. Industry regulators have set rules designed to enable PwC and its employees to be free from conflicts with our clients in order to be objective in our work. You will be required to confirm your compliance with our Independence policies and procedures as they apply to you.

The 'PwC Network' refers to the network of member firms of PricewaterhouseCoopers International Limited. PwC Network member firms operate locally in countries around the world and are each a separate legal entity.

Accepting this offer of employment and its terms means you agree to and acknowledge that:

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Anirban Bose

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
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DocuSigned by:
S. Praneetha

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You will be required to disclose all financial relationships of you and your immediate family in systems managed by the Company. You will not have to provide any monetary details, only the name of the entity and the nature of the relationship. Examples of financial relationships are securities (stocks, funds, bonds, options), bank deposits, Demat/brokerage accounts, insurance products, credit cards, loans and mortgages. This includes:

- a. Full disclosure of all financial relationships of your immediate family – which is defined as your spouse (husband/wife) and any financial dependents (children). Please discuss this with your spouse prior to accepting the offer.
- b. After reviewing your financial relationships, the Company may ask you to dispose of a financial interest or close out a financial arrangement, which could be on short notice and/or on terms that are disadvantageous to you and/or your immediate family. A condition of employment is that you agree to dispose of these financial relationships if requested by the Company.
- c. Providing evidence of you and/or your immediate family's financial relationships and tax returns, if requested by the Company.
- d. Upon acceptance of this offer letter, you might be subjected to a pre-hire independence check and satisfactory clearance thereof which would include disposing off /closing a not permitted restricted financial relationship in a short notice and/or on terms that are disadvantageous to you and/or immediate family members current financial position, failing which Company reserves its right to revoke the offer. You will be required to provide complete and accurate disclosure of financial relationships held by you and/or your immediate family member during the pre- hire independence check. You agree to provide any information requested by the Company to verify your declaration. After commencing employment with the Company, if it is later revealed there is a discrepancy in your declaration, your services could be terminated forthwith without notice or further compensation from the day such discrepancies are identified.

10 B. Data Privacy & Confidentiality

1. You will be required to sign a “consent to cooperate” to comply with requirements of certain regulators such as the Public Company Accounting Oversight Board (PCAOB) and the Canadian Public Accountability Board. By signing this consent, you agree to comply with any request for information, such as with a request for testimony or the production of documents.
2. During the course of your work for the Company, you are prohibited from using or sharing non-public information for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further, you must abide/comply with Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to any company, not just PwC Network clients and their related entities.

During the course of your employment with the Company, the Company may collect personal data about you and other information related to your employment. You agree and understand the Company may disclose and transfer such personal data and other information to third parties to fulfil the purposes of your employment. This may include transferring and storing such personal data and information to

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Anirban Bose

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DocuSigned by:

S. Praneetha

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locations anywhere in the world. These third parties may include: legal and regulatory authorities, accountants, auditors, clients, lawyers and other outside professional advisors in any of the countries in which the PwC Network operates; and companies that provide products and services to the Company (such as payroll, pension scheme, benefits providers; human resources services, performance management, IT systems suppliers and support; third parties assisting with equity compensation programs, or other outsourcing providers). This personal data and information shall be kept by the Company as long as may be necessary given the purposes for which it was collected. If you have any questions or concerns about how the Company processes such personal data and information, or if you wish to request access to, or correction, updating or suppression of such personal data and information, you should contact PwC SDC HC.

11. Risk Management

A clear objective of the Company is to effectively manage its risks while providing high quality services to our clients. To achieve this, the Company has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes when undertaking your work.

12. Confidential and Proprietary Information

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised official assignment. You are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Further you must abide/comply with Company's policies, process and guidelines related to Information Protection and Insider Trading. Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans.

Confidential Information may be copied, disclosed or used by you during your employment with the Company only as necessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company.

If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company. Moreover, disclosure of any data or information regarding your assignment, the hardware, software, other programs used in your

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Anirban Bose

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Telephone: +91 (33) 6620 9018,

Email id: pwcscdc@xa.pwc.com, Website: <https://www.pwc.in/sdc.html>

CIN: U72200WB2010PTC142115

DocuSigned by:

S. Praveetha

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assignment to any person other than authorised PwC SDC personnel is subject to a written approval from the LoS/Functional Leader or equivalent/appropriate authority. Non-compliance to the same will be treated as gross mis-conduct and may be dealt with as per the policies of the Company.

The incident response for any breach or any perceived or actual threats to cyber security or data shall be immediately notified to the concerned team as per the applicable policies, as the case may be, and reported to the Ethics HelpLine. Incident Management process need to be followed in case of such cyber security or data threats. Avoidable delay in such reporting may tantamount to non-compliance which may be dealt with accordingly as per the policies of the Company.

13. Insider information

You are prohibited from using or sharing information not publicly disclosed which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. Further you must abide/comply with all the Company's policies, processes and guidelines related to Information Protection and Insider Trading. This restriction applies to such information related to any company, not just the Company's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

14. Code of Conduct

The Code of Conduct policy addresses how employees in the Company should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other Company policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at <http://pwcportal.pwcinternal.com>. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the HC Policy as amended from time to time.

15. Protection of Computer Software / Organization's Assets

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/assets, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the Company.

You will be provided with access to a computer (including Laptop and other peripherals) for your business use in the office or Work From Home ("WFH") and must be used solely in connection with the performance of your authorised assignment. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet. You acknowledge

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Telephone: +91 (33) 6620 9018,

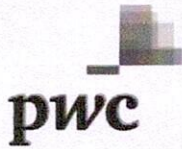
Email id: pwcfdc@xa.pwc.com, Website: <https://www.pwc.in/sdc.html>

CIN: U72200WB2010PTC142115

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and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/resources towards ensuring that there is no unauthorized usage thereof.

16. Exclusivity

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from the General Manager or equivalent of the Company.

17. Enrolment and Certifications (Wherever applicable)

In case you are a qualified CA/ ICWA/ CS, you will be required to enrol yourself as a member of the respective Institute within two months of joining the Company. However, you are not allowed to hold any Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining. You are required to notify the Company of your membership number in the Institute. Also, you will be required to maintain and renew, as required, any certifications and licenses that you hold and that have a bearing on your official duties and obligations on an on-going basis.

18. Bond signing (Sponsored Training Programs)

The Company, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the Company. In consideration of being chosen for such training programs, at the Company's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the Company for at least one year after completion of training. If you fail to do so, you shall be required to refund to the Company the cost of training in accordance with applicable slabs of refunds. You acknowledge and agree that the Company shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

19. Leased Assets

In case of leased assets (like cars) availed by you through the Company, you will be personally liable for usage of such assets. The Company will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your personal responsibility. You hereby agree to keep the Company fully released and discharged and indemnified (and take all necessary actions thereof) from any claims, actions or proceedings relating to your usage of such leased assets.

20. Retirement Age

The retirement age from the services of the Company is 60 years.

21. Retirement/ Separation Benefits

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Anirban Bose

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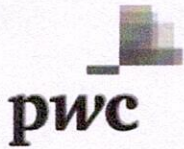
S. Praneetha

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You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be notified through your pay slip.

22. Notice Period

The notice period for termination of employment by either side shall be **two months** or as specified in the HC Policy of the Company for all confirmed employees.

The Company or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as above or a salary payment in lieu of that notice. The Company may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the Company before agreeing to his release. If, in exceptional cases, the Company agrees to an employee's requests for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

For further details please refer to the HC Policy.

23. Exit formalities:

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company.

You will be required to return all documents and property (including copies thereof) belonging to the Company before your last working day in order to calculate the full and final settlement. You are also specifically restrained from keeping copies or extracts of any of the Company's or client's document with you, after your release from the services of the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/or our clients for any data/confidential information retained by you, in any unauthorized manner or disclosed by you even, after the tenure of your employment.

Any recovery, made by the Company from you, either on account of shortfall in notice period or towards damage of assets/property of the employer or recovery of bonus or any amount paid, due to non-fulfillment of condition for granting such bonus or amount, would be subject to applicable GST, which would also be recovered from you, as the same is payable by the Company to the Government. The present rate of GST applicable for such purposes is 18% and subject to change as per the applicable GST provisions from time to time.

24. Non-Solicitation

Upon leaving the Company you will not, without prior written consent of the Company, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, company or corporation who has, at any time during your employment with the Company, been:

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Anirban Bose

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- a client of the Company with whom you have had contact or been involved in the provision of services, or
- an employee of the Company.

To prevent any potential conflicts of interest or breaches of confidentiality, you will not accept an appointment offered by a client or owner of the company for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the Company. It is mandatory to immediately notify the Company or your General Manager of such an offer.

25. General

You would keep the Company informed about any change in your personal particulars and shall file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including but not limited to passport, driving licenses, corporate credit card).

You also agree to share your details as in the Company records with other PwC network firms.

This sharing of information does not under any circumstances imply an employment relationship with the entity with which such details are shared.

While your work may be international in nature, it is based out of India and it is implicit that all directions given to you in the development of any work products are from India only.

The conditions contained herein are indicative only. As an employee of the Company, you will be governed by all the policies, including those relating to Independence, Risk Management, Code of Conduct, office procedures, and any rules and regulations of the Company that may be in force from time to time.

In the event that any one or more of the provisions contained in this employment letter shall for any reason be held to be unenforceable, illegal or otherwise invalid in any respect under the law governing this employment letter or its performance, such unenforceability, illegality or invalidity shall not affect any other provisions of this employment letter and this employment letter shall be construed as if such unenforceable, illegal or invalid provisions had never been contained herein.

You hereby undertake to do all things reasonably within your power, which are necessary or desirable to give effect to the spirit and intent of this employment letter.

26. Dispute Resolution

Any dispute arising out of or in connection with this employment letter shall be resolved by means of mediation between the employee and a person nominated by the General Manager of the Company. Both the parties shall endeavour to earnestly resolve the dispute on a priority basis. In case the dispute is not resolved within 14 (fourteen) days from start of the mediation process, the same shall be referred to Arbitration as per the Arbitration and Conciliation Act, 1996. The sole Arbitrator shall be appointed

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Email id: pwcscdc@xa.pwc.com, Website: <https://www.pwc.in/sdc.html>

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by the Company and arbitration proceedings shall be conducted in English in Kolkata, India. The decision of the Arbitrator shall be final and binding on both the parties.

27. Choice of Law and Jurisdiction

All disputes arising out of or in connection with this employment letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of courts in Kolkata, India.

For any clarification on the Company's HC Policy please contact your local designated HR representative. You may also contact the Company's HC Director if you have any further clarifications.

28. Legal Proceedings

As one of the mandatory requirements, legal proceedings, if any, initiated against you including but not limited to First Information Report (FIR), General Diary or any Litigation of whatsoever nature needs to be immediately reported to the concerned Human Capital contact of the concerned Lines of Service to which you belong in writing. Depending on the nature of your official role and the extent of your involvement, you shall be withdrawn from official duty (including client assignments) with immediate effect. During the period when you are withdrawn from work, post full exhaustion of your (total applicable) leave balance, you shall be placed under "leave without pay". However subject to an effective conclusion in such legal proceeding, you will be allowed to resume work. In the event you are convicted in a criminal proceeding, you shall be terminated from service in view of such conviction. This will form an integral part of your employment terms with PwC SDC Kolkata.

For and on behalf of-
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited

DocuSigned by:
Anirban Bose
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Anirban Bose
Authorised Signatory

Encl: Declaration to be signed by the Employee

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Declaration

By signing this agreement, I hereby acknowledge and agree that: -

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Company as amended from time to time. In particular, I declare that: -

I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third-party agency. There are no on-going or pending criminal cases/criminal liabilities on me.

I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/ material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the Company and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company.

I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct.

In case of breach of provisions related to data/information protection and confidentiality and other allied technological breaches or non-compliance or violation, wilful or intentional misconduct, fraud and/or dishonesty may lead to termination of your contract with PwC SDC and/or any losses incurred for such reasons you agree to keep PwC SDC indemnified and harmless from any losses or liability or claims which may arise as a consequence of such breach. You acknowledge that a breach of any of these provisions will cause the immediate termination of your contract with PwC SDC; furthermore, you agree to indemnify and hold PwC SDC harmless from any loss, claim, liability, obligation or expense incurred by PwC SDC as a result of your breach.

I understand and agree that this consent is a condition of my continued employment by PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and work assignments in association with PricewaterhouseCoopers LLP.

This agreement and consent are given while under the employment of PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited and assigned to work in association with PricewaterhouseCoopers LLP.

I accept the above.

Name Suraneni praneetha

DocuSigned by:
Signature Praneetha
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Date 09.12.2021

DocuSigned by:
Anirban Bose
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Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
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LETTER of INTENT

Ganji Ruthvik

**Door no : 1-3/26-11A, ganji yellamandaiah st
appalaswamy quarry, vidhyadharapuram
Vijayawada, Andhra Pradesh 520012**

Dear Ganji Ruthvik ,

Congratulations! We are very pleased to inform you that basis your interview and discussions with State Street HCL Services Ltd.

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment bank some soft skill exercises as these are essential for your success in the professional world. Please with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whol the learning effective. At the end of the course, you will have an interaction with the training team successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Com you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to conta
Regards,

HCL – Talent Acquisition Team

::DISCLAIMER::

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12-29



STRICTLY PRIVATE AND CONFIDENTIAL

IMBA-12

Date: 23 Mar 2022

Dear Ganji Ruthvik,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited ("Company") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **GB01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **18 Apr 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Vijayawada** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

Page 1 of 6

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014. Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.:
L65910MH1987PLC042961

www.bajajfinserv.in/finance



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- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

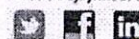
8. COMPANY POLICIES AND PROCEDURE

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.:
L65910MH1987PLC042961

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- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

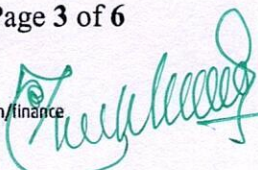
11. INTELLECTUAL PROPERTY

Bajaj Finance Limited

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11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.

11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.

12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.

12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

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Corporate ID No.:

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you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

Vadakke Madathil Maneesh Kumar

Issued by : Capricorn Identity Services Pvt Ltd.
Reason : Digitally signed TDS certificate as per Information Technology Act, 2000.
Date : 2022.03.27 16:20:03 +05:30

V M Maneesh
Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on _____.

Signature : _____

Name : _____

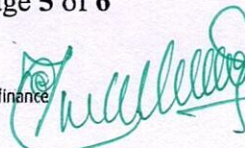
Page 5 of 6

Bajaj Finance Limited

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Annexure - A

Detailed Salary Structure

Date : 23 Mar 2022
 Name : Ganji Ruthvik
 Band : GB01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	16,707	1,392
Statutory Bonus	28,682	2,390
Contributory Provident Fund	13,525	1,127
ESIC	6,155	513
Fixed Pay	209,069	17,422
Gratuity	4,618	
Indicative Performance Pay#	52,267	
Total Cost to Company	265,954	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.
 * The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
 - Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.
- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
 - You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /- (Rupees Twenty Lakh only)**. Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /- (Rupees Twenty-five Lakh only)**.
 - Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /- (Rupees Three Lakh only)** the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name : _____

Date : _____

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(Handwritten Signature)

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Search mail

5



963

ALIM MUNNA SHAIK

IMBA-
17x41M0015

21-9/3-11A, 3rd lane pasuputhota, Madhuranagar, Vijayawada-520011

Dear ALIM MUNNA SHAIK ,

Congratulations! We are very pleased to inform you that basis your interview and discussions with State Street HCL Services Ltd.

We are informing you about our intentions of hiring you for this position.

The final offer shall be subject to your successful completion of all curricular requirements as laid the minimum passing percentage/ grade/ rank/ class as determined by the Company.

Upon accepting this LOI, you will be provided access to self-study material in the investment bank some soft skill exercises as these are essential for your success in the professional world. Please with you which is self- explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whol the learning effective. At the end of the course, you will have an interaction with the training team successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Com you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to conta

Regards,

HCL – Talent Acquisition Team

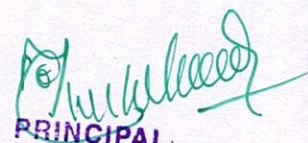
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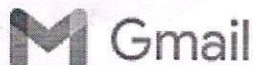
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Reply

Forward


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Chinni Banavathu <chinnivspt@gmail.com>

Fw: LETTER of INTENT

1 message

pavanijanyavula@gmail.com <pavanijanyavula@gmail.com>
Reply-To: "pavanijanyavula@gmail.com" <pavanijanyavula@gmail.com>
To: "chinnivspt@gmail.com" <chinnivspt@gmail.com>

Tue, Jun 14, 2022 at 2:39 PM

Sent from Yahoo Mail on Android

----- Forwarded message -----

From: "Gopinath Sakthikumaran, HCL BSERV" <Gopinath.Sakthikumaran@hcl.com>
To: "pavanijanyavula@gmail.com" <pavanijanyavula@gmail.com>
Cc:
Sent: Thu, 9 Jun 2022 at 4:24 pm
Subject: LETTER of INTENT

LETTER of INTENT

June 9, 2022

Janyavula Durga Pavani**Beside Navata Transport, Jenda Chettu Center, Enikepadu, Vijayawada-521108**

Dear Janyavula Durga Pavani,

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd.

We are informing you about our intentions of hiring you for this position.

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

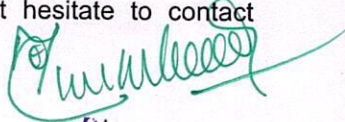
Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company 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 look forward to hearing from you. Should you have any query, please do not hesitate to contact deepika_j@hcl.com

Regards,


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ENIKEPADU, VIJAYAWADA.



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

Miss. AVULA DEEPIKA (FF60639)
TURGA TOWERS SF-4
RAMAVARAPPADU
KRISHNA
521108

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and/or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.

You will be paid salary of **Rs.17,000.00 (Rupees Seventeen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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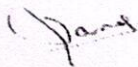
9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
 - a) Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - b) Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

we welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED



Deputy General Manager - Business Partner

Reg Office: 1st Floor, Muthoot Group, 12th Street, Thiruvananthapuram, Bangalore Road, Encl. Post, 562 018, Kerala, India
 Phone: +91 844 239 6500 / 239 7399

Corp Office South: Plot No. 90, Karur Road, K. S. Nagar, Palayam, 51 Thiruv. Tamil Post, Tirunelveli, Bangalore, 560 084, Karnataka, India
 Phone: +91 800 233 4440

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