SEROLE
Adding Value to Customers

Serole Info Technologies India Pvt Ltd
Level 3 & 4, Survey No 6, Whitefields, Kondapur, Hyderabad - 500084.

Offer Letter - Private and Confidential

18 December 2019

To,
Devarapu Manikanta,
Address : D. No 1-172/1, R & B Road Side,
Narasapuram, West Godavari - 534275.

Dear Manikanta,

We take great pleasure in offering you the **Trainee – System Administrator** position with us here at Serole Info Technologies (India) Pvt Ltd. We hope you will enjoy your role and make a significant contribution to the success of the business.

1. **Our Values and Culture**

We value competence, performance, discipline and integrity and that constitutes the foundation of this contract. We believe strongly in delivering the highest quality to our customers and in dealing fairly with mutual respect and on strict merit with our employees. We work in an atmosphere of trust and transparency and go beyond our area of responsibility. You are accountable first to yourself and then to your superiors.

2. **Position -** The Company appoints you in the position of **Trainee – System Administrator.**
3. **Commencement Date -** Your employment will commence on **23 December 2019.**
4. **Place of Work -** Your place of work will be at Hyderabad, India. However, you may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. You would also provide your services for the company, its subsidiaries or associates, if, as and when required.
5. **Remuneration**

- Compensation in the 1st quarter will be INR Twelve Thousand Five Hundred Only (12,500/-) per month.
- Compensation in the 2nd quarter will be Fifteen Thousand only (15,000/-) per month.
- Salary will be disbursed 5th of the following month.
- You will not be entitled to any other remuneration/ benefits/ amenities other than what is stated above unless specifically authorized in writing by the company and by a separate written order of the competent authority.
- Your performance on the job shall be reviewed by your immediate supervisor on an ongoing basis. Such performance shall be recorded in the Serole's Annual Performance Review Form for both parties perusal.
- Any changes to your Total Cost to the Company shall be determined in accordance with both the Company's policy and performance management process.
- The remuneration specified in the table below is for full time work as per the policy of the Company. If any other work arrangement is requested and approved, a revised remuneration letter will be issued based on the approved arrangement.
- The terms of your remuneration must be kept strictly confidential.

Serole Info Technologies India Pvt Ltd
Level 3 & 4, Survey No 6, Whitefields, Kondapur, Hyderabad - 500084.

SALARY STRUCTURE		
Name	Devarapu Manikanta	
Designation	Trainee – System Administrator	
Department	IT	
Date of Birth	12 March 1995	
Date of Joining	23 December 2019	
Details	**Per month**	**Per Annum**
Basic	4,771	57,252
HRA	2,386	28,626
Conveyance (Fixed)	1,600	19,200
Medical (Fixed)	1,250	15,000
Other Allowance	1,921	23,052
Gross	**11,928**	**1,43,130**
Provident Fund Employee	573	6,870
E.S.I(Employee)	89	1,073
E.S.I(Employer)	388	4,652
Total Deductions	**662**	**7,944**
Net Pay	**11,266**	**1,35,186**
Cost To Company	**11,928**	**1,43,130**
Provident Fund Employer	573	6,870
Total Cost To Company	**12,500**	**1,50,000**

6. Probationary Period

You will be on probationary period for the first three months from the actual date of your joining. Your employment will be confirmed upon successful completion of such probationary period. At the end of the probationary period your ongoing employment however is conditional based on your satisfactory performance in relation to the accountabilities and level of professionalism expected of you in your role and in your upholding the values of the Company. During the probationary period, if your performance is found to be unsatisfactory or not meeting the expected criteria, your employment may be terminated with one weeks' notice or a base salary payment in lieu thereof. Alternatively, if you choose to leave the company while on probation, minimum 4 weeks' notice is required from you.

7. Leave Entitlements

- Annual Leave: - You are entitled to 20 days annual leave per 12 months of service. Leave available to be taken only after 3 months and should be taken within one year of falling due. You are not entitled for encashment of annual leave.
- Sick Leave: - You will be entitled to a maximum of 7 days sick leave for which you need to submit a doctor's certificates.

8. Hours of Work

Serole Technologies general hours of business are between 10.00 AM to 7:00 PM. It is expected that you will work 5 days per week during general business hours, however, from time to time you will be required to work such hours and at such times as are necessary to efficiently and effectively carry out your job role as defined by the company from time to time.

9. Reviews

Performance reviews will be done on a half yearly basis with the first one at the end of six months. Your increments are discretionary and will be subject to, and on the basis of your effective performance and results during the period, as well as the performance and results of the Company. Generally salary reviews would be done once in a year.

10. Reporting

You shall initially report to Service Delivery Manager. The Company, at its discretion, may also require you to report to such other person nominated by it from time to time. As directed by your Manager, you will also be required to work in close association with staff members and / or others.

11. Responsibilities

In view of your office you will be required to carry out your duties and responsibilities effectively, to achieve the desired results which may include working late hours.

It is a condition of your employment that you shall not at any time, without written consent of the company utilize or disclose to any person not in the employment of the company or its associated companies any secret or confidential information which may be acquired as a result of your employment with the company. If found guilty of doing the same, the services of the employee would be terminated at Company's discretion.

12. Duties

Day to day activities and duties will have to be performed by you in accordance with the job description and roles and responsibilities of your position. In addition to those specific day to day activities and duties, you will have to also carry out for the Company a number of general activities and duties, like those below, which are inclusive and not limited to:

- Faithfully and diligently serve the Company to the best of your ability;
- Do your best to promote and enhance the values, culture and the interest of the Company;
- During or outside normal hours of work and / or at such places as required by the company, perform to the best of your capacities and understanding the activities and duties the Company assigns to you from time to time;
- Comply with the companies policies as laid down and amended from time to time irrespective of whether they form part of your employment agreement or not;
- Comply with all the companies directions; and
- Comply with all the laws applicable to your position and the activities and duties assigned to you.

For operational or other reasons, the company may rearrange its work structure. As such, as required and from time to time the company may change your position, duties, responsibilities and / or reporting lines. You will be communicated in writing of any such changes. Unless you are so communicated, these terms will continue to apply to you.

13. Discipline:

- You will be governed by the company's rules and regulations that may be promulgated from time to time.
- You shall not refuse to take up any assignment that may be offered to you by the company.
- You shall be expected to abide by the rules and regulations of the company, be courteous, honest and professional within the company or with its clients / customers and maintain and represent the Company's high standards of professional services at all times, whether in the Company or at its client's site(s).
- You shall be responsible for all company property and materials that are in your possession, and all infrastructure such as telephones, computers, projectors, etc. that have been provided to you to enable you in your work.
- You shall not publicly or otherwise criticize, defame or misrepresent the Company and shall not knowingly commit any such actions which may adversely affect the business of the Company or its subsidiaries or any of its associates or related body corporates, whether in existence or have ceased to exist, or may damage their image / reputation / goodwill.
- During the course of your employment with the Company, you will not solicit business of any nature, either directly or indirectly, for yourself, or for any other party, from the Company's clients and / or customers.
- Please be advised, as per the terms and conditions under the non-compete agreement attached as an enclosure to this employment agreement with Serole Technologies Australia Pty Ltd, you cannot join partner companies of the company, its customers and others as listed in such non-compete agreement, for a period of 12 months from the date of termination of employment.

14. Privacy

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with the principles of the Privacy Amendment (Private Sector) Act 2008.

15. Training

Serole has a policy of providing ongoing training and development to all associates; encourage all their associates to take up external training certifications which will add value to their roles and responsibilities. Associates will have to get the certification details approved by the Manager AND OR HR; pay upfront for the training AND OR certification; update the HR team. HR team will validate all the credentials and reimburse the total cost.

In some cases company will invest on special training services to win new business opportunities, by signing this document you also accept to reimburse all of the company's costs associated with your training if you leave the company voluntarily within the first 18 months after the training. The company costs include travel costs, accommodation, and any reimbursed expenses. The reimbursement will be exercised in regressive scale according to the full service period:

- 100% of the total Company costs, should you leave the Company voluntarily within 0-6 months of your return from training;
- 75% of the total Company costs, should you leave the Company voluntarily within 6-12 months of your return from training;
- 50% of the total Company costs, should you leave the Company voluntarily after 12-18 of your return from training.

16. Termination & Notice Period

Termination of employment

Your employment may be terminated at any time by the company giving one (1) month's written notice. Alternatively, the Company may, at its discretion, terminate your employment by providing a Base Salary payment in lieu of notice.

Immediate dismissal (without notice) may apply in cases of serious misconduct like when a court finds you guilty of a criminal offence, in case of Bankruptcy; and in circumstances in which the Company has the right to do so at common law, including any significant breach by you of the terms and conditions of your employment and / or breaches of the Company's policies, including confidentiality undertakings / agreements.

If the Company gives you notice to terminate your employment, then the Company may direct you

- Not to perform any duties for part or all of the notice period; and/or
- To remain away from the company premises, place of work where you were employed and / or other premises where the company conducts its commercial or other activities.

If your employment is terminated, then you must immediately deliver to the Company all confidential information and any other property of or relating to the Company which you may have.On termination of your employment for any reason:

- You must repay all monies owed by you to the Company;
- The Company will pay all entitlements, owed to you; and
- The Company can withhold and set-off any amount owed by you under sub-clause (a) from or against any amount owed under sub-clause (b).

Following termination of your employment you are also required to return all the company assets, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, effects or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items. Also, on termination of your employment you must not copy or record confidential information in any form.

Notice Period
You will be required to give 3 Months' notice or salary thereof in case you decide to leave our services subject to the Company's discretion; In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of 3 weeks' notice period.

EMPLOYEE NON-COMPETE AND NON-SOLICITATION AGREEMENT

Employee shall not own, manage, operate, consult or employed in a business substantially similar to, or competitive with, the present business of Company or such other business activity in which Company may substantially engage during the term of employment.

Employee acknowledges that Company may, in reliance of this agreement, provide Employee access to trade secrets, customers and other confidential data and good will. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose the same to any third party.

Employee agrees not to solicit the clients and customers of the company, for their own benefit or for the benefit of a competitor. Employee further agrees not to solicit other employees of the company with offering of employment, consulting work or partnership in any other company.

Non-Compete: Is a clause under which one party (usually an employee) agrees not to enter into or start a similar profession or trade in **competition** against another party (Employer)

Please be advised, as per the noncompetition Clause in your employment agreement with Serole Technologies Under the terms and conditions you cannot join Serole partner companies as well as Customers for a period of 1 year from the date of termination of employment.

This agreement shall be binding upon all the parties, their successors, assigns, and personal representatives.

1. **Ownership of Inventions, Ideas, etc.**

- The company shall be the sole owner of all inventions, ideas, materials, systems, codes, etc. that may be devised / created by the Employee in the course of his / her employment with the Company.
- The Employee shall have no claim of any nature whatsoever and undertakes not to utilize, part with or divulge such information to any third party, even after he / she has ceased to be an employee of the company.
- The above terms and conditions shall be binding upon both the parties hereto during the entire course of employment of the Employee with the Company.
- Apart from the above terms and conditions, you shall be bound by, and shall adhere to such other rules and regulations as may be in force, from time to time, in the Company.

2. Authenticity of Information.

This appointment is made based on information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from service without any notice.

3. Confidentiality of Information

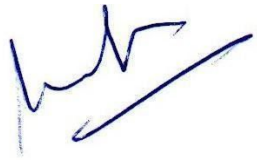
During your employment you may become aware of information relating to the business of the Company, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information remains the sole property of Serole Technologies You shall not, either during or after your employment, without the prior consent of the Company, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

I am requested to sign this agreement to acknowledge that I have read it and understand it and that I agree to comply with it. In the event if I breach my obligation to preserve our trade secrets and confidential information Serole would not only have an action for damages against me, but also might have cause to ask that I be prohibited and forbidden from the unauthorized disclosure of such information.

We would like to take this opportunity to welcome you to Serole Technologies and wish you a long and rewarding career with us.

To accept our offer kindly sends us the scanned copy of the signed offer letter.



Yours sincerely,
Neelakanteshwar Rao Muchikurthy
Head of People and Culture

I, **Devarapu Manikantaa,** have read and understood this letter and accept the offer of employment from Serole Technologies on the terms and conditions set out in the letter

Signed : _____

Dated : _____

Name: _____

Address: _____

Tech Mahindra Limited
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Madhapur, Hyderabad 500081,India
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Fax: +91 40 2311 7011

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Registered Office:
Gateway Building, Apollo Bunder
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CIN L64200MH1986PLC041370

Ref: 706782/1689536/ELTP **20-APR-2019**

Ms. Madhu Bala Sathineni
Hyderabad (TS) - 500038
Mobile: 8096166148

Subject: Offer of Appointment

Dear **Ms. Madhu Bala Sathineni**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/-** (**Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/-** (**Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **25-APR-2019** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Sreekanth T** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, TMLW, PLOT NO. 22 - 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR, RANGA REDDY DISTT, TELANGANA 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **25-APR-2019.**

For Tech Mahindra Limited

Venkat Paturi
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Madhu Bala Sathineni

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ANNEXURE - A

NAME	**Ms Madhu Bala Sathineni**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**HYDERABAD**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67,712
HRA (@50% OF BASIC)	33,856
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,125
FLEXIBLE COMPONENTS OF TFP	92,013
TOTAL FIXED PAY..... (A)	**2,25,706**
TOTAL VARIABLE PAY (TVP)..... (B)	**25,079**
ADDITIONAL BENEFITS..... (C)	**9,215**
GRATUITY	3,257
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260,000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

Pustakeswara Rao

Venkat Paturi
Head - Resource Management Group

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ANNEXURE - B

NAME	**Ms Madhu Bala Sathineni**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**HYDERABAD**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	85,037
HRA (@50% OF BASIC)	42,519
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10,204
FLEXIBLE COMPONENTS OF TFP	1,21,695
TOTAL FIXED PAY.....(A)	**2,83,455**
TOTAL VARIABLE PAY (TVP)..... (B)	**31,496**
ADDITIONAL BENEFITS..... (C)	**10,049**
GRATUITY	4,091
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325,000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12, 000
Meal Card	26,400

(Contd...)

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ANNEXURE B(Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   - **a) Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   - **b) Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh.**
   - **c) Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   - a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   - **b) Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited

Venkat Paturi
Head - Resource Management Group

Tech Mahindra Limited
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Madhapur, Hyderabad 500081,India
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Registered Office:
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CIN L64200MH1986PLC041370

ANNEXURE - C

1. **Terms and Conditions**

(a) **Code of Conduct.**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the

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Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

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vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

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5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

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(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. **Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

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12. **General**

    The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure – C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female _____ Date of birth (DD/MM/YYYY) _____ Blood Group _____

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds			

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from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

Tech Mahindra Limited
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Madhapur, Hyderabad 500081,India
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CIN L64200MH1986PLC041370

ANNEXURE - H - Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

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b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

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7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

   a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;

   b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

   I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

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10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

Venkat Paturi
Head - Resource Management Group

Signature

_____

(Madhu Bala Sathineni)

Tech Mahindra Limited
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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Madhu Bala Sathineni** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Madhu Bala Sathineni** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs**. << Name >> age <<Age>>** S/o Mr**. <<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr**.<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____dated of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig**:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig**:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

ZYCLYX

3rd Floor, Pearl Enclave, Road No. 5,
Banjara Hills, Hyderabad, Telangana, India.
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+91 40 2354 9363
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Offer Letter

HRD/No:/ 19/147/2019

Ms. J Lokshma

H- No 2-36, Near Panchayathi Street
Chittavaram,
Narsapur, Godavari District - 534275

Cell:628-103-7001

*Dear **Ms. Jagu Lokshma***

*Welcome to **ZYCLYX***

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm Regards,

Manager – HR & Operations

ZYCLYX Consulting Services Pvt. Ltd.

Regd. No.: CIN U72200AP2015PTC095974

ACCURACY
An Analytics Company

ACCURACY INFO LABS Pvt. Ltd.

WELCOME TO ACCURACY

19th August 2019

Dear Veera Venkata Satynarayana Akana,

Welcome to Accuracy! Congratulations on joining us as **IOS Developer**.

We refer to your application for employment and the subsequent Accuracy interview"(The you Company).

For us at Accuracy, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us.

We are pleased to inform that you have been offered employment with the Company on the terms and conditions specified in this offer.

We would like to emphasize that the offer of appointment is subject to completion of your docs, reference check and NDA. In case you need any clarifications regarding your job, salary, or any policy, please contact premkonda@accuracy.com.sg

We have an introductory session on your day of joining, which will provide you with a brief overview of Accuracy, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive workshop to introduce you to something close to our heart and our way of life - the Spirit of Accuracy.

We are confident that you will add value through your role and strengthen Accuracy's values by living the Accuracy way of life every day. Looking forward to a long-term relationship and wishing you all the success at Accuracy.

Best regards,
For Accuracy,

(Prasad rao C)
DIRECTOR
Finance &Admin

ACCURACY INFO LABS PVT. LTD. HYDERABAD

ACCURACY

APPOINTMENT LETTER

19th August 2019

Mr. Veera Venkata Satynarayana Akana,
Hyderabad

Dear Veera Venkata Satynarayana Akana,

It is our pleasure to appoint you as **IOS Developer**. In Accuracy in **Project Stream** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

a. Your date of appointment is effective from the date of joining which is 19th August 2019, unless otherwise communicated in writing by the company.
b. You will be liable to be transferred in such capacity as Accuracy may from time to time determine to any other location, department, function, establishment, or branch of Accuracy or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
c. We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Accuracy keeping in view business needs and deliverables to customers.
d. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for award of the degree/ diploma and the requirements, including aggregate, specified by Accuracy for your role.
e. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. COMPENSATION

You will be eligible to receive the following:

a. Basic salary of Rs. 8,000/- per month
b. You will be entitled to other compensation and benefits in accordance with Accuracy policy as modified and intimated to you from time to time.
c. Your salary will be reviewed annually as per Accuracy policy.
d. Changes in your compensation are subject to the discretion of Accuracy and will be based on your effective performance and results during your employment and other relevant criteria.

9. GENERAL

a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Accuracy and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required 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.

e. During the period of employment you are required to comply with all Accuracy policies. These policies are updated/ modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

10. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving two months prior written notice on confirmation of employment. Accuracy reserves the right to pay or recover salary in lieu of notice period. Further, Accuracy may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.

11. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Best regards, for Accuracy,

(Prasad rao C)
Director
Finance &Admin

ACCURACY INFO LABS PVT. LTD. HYDERABAD

3. OTHER BENEFITS

You will be entitled to the following:

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

b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Accuracy.

c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

4. RESPONSIBILITIES

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

b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Accuracy policy applicable to you.

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

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

5. CONFLICT OF INTEREST

a. You are required to engage yourself exclusively in the work assigned by Accuracy 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 your Business Unit Head.

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

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

   i. Any employee of Accuracy to terminate their employment with Accuracy or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   ii. Any customer or vendor of Accuracy to move his existing business with Accuracy to a third party or to terminate his business relationship with Accuracy.

   iii. Any existing employee to become associated with, or perform services of any type for any third party.

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

6. CONFIDENTIALITY

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

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

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Accuracy 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) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Accuracy in relation to Intellectual Property.

8. NON-COMPETE

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

ACCURACY

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on 19 / 08 / 2019

Name: Veera Venkata Satyanarayana Akana

Signature: AVV Satyanarayana

Date: 19 / 08 / 2019

Place: Hyderabad

ACCURACY

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

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

House Rental Allowance:

HRA is given to the extent of 40% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Commutation Allowance:

This allowance is tax free up to the extent of Rs. 1600/- per month. This does not warrant the production of any bills.

Accuracy Benefit Plan (ABP):

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

ACCURACY

Salary Breakup

Employee Name	Veera Venkata Satynarayana Akana
Particulars	Amount in INR
Total Annual CTC	2,40,000
CTC (Annual) Fixed	2,40,000
Variable Pay(Annual)	0
CTC (Monthly)Fixed	20,000

Salary Break-up			
Sl. No	Income Particulars	Monthly	Annual
1	Basic *(40% of CTC)*	8,000	96,000
	Flexible Benefit Plan		
2a	HRA *(40% of Basic)*	3,200	38,400
2b	Transportation Allowance (Conveyance -*Fixed)*	1,600	19,200
2c	Children Education Allowance (CEA)	200	2,400
2d	Medical Allowance	1,250	15,000
2e	Telephone & Internet Expenses	500	6,000
2f	Special Allowance	3,330	39,960
3a	Employee Contribution to PF	960	11,520
3b	Employer Contribution to PF	960	11,520
3c	Professional Tax (PT)	200	2,400
	Gross Salary (A)	20,000	2,40,000
	Variable Pay (B)		0
	Total CTC(A+B)	20,000	2,40,000

Deductions (C)			
1	Provident Fund(Employer & Employee contribution)	1,920	23,040
2	Professional Tax	200	2,400
Total Deductions		2,120	25,440
Net Salary (A+B-C)		17,880	2,14,560

Note: Net salary is subject to deduction of Tax at source as per IT act

* Health Insurance premium will be borne by the employer

* Accidental Insurance expenses no included in above CTC. The Premium amount will be borne by the employer.

PENNANT TECHNOLOGIES PVT LTD
HYDERABAD

Pay Slip for the month of Oct/2019

Emp. ID :	351	Employee Name:	Volipilli Leela Sai Durga
Date of Joining :	22/04/2019	Designation	Associate Software Engineer
No of Days :	31	Paid Days :	31
Bank A/c No :	919010022407902	PAN No :	BGOPV7348M
UAN :			

Earnings	Amount	Deductions	Amount
BASIC	6,250.00	PF	750.00
HRA	2,500.00	ESI	89.00
SPECIAL AL	1,400.00	EMPLR PF D	750.00
TRANSPORT	1,600.00		
EMPLR PF	750.00		
Total	**12,500.00**	**Total**	**1,589.00**

Net Pay **10,911.00**

In Words **Rupees Ten Thousand Nine Hundred Eleven Only**

This is a System generated payslip, and hence need not be signed

Date: 12- November-2019

Trainee Offer Letter

Dear **Malleswara Rao,**

Bangalore

We are pleased to announce that you have been selected for a role of **"Software Engineer - Trainee"** after taking you through our robust assessment and interview process in Oct 2019. Your tentative date of joining will be on **18- Nov-2019.**

You will be entitled for a stipend of **INR 10,000/-** (Ten Thousand Rupees Only) during the first **3 months** as a Software Engineer-Trainee. Based on your performance, you will be considered for an employment on Bitlasoft rolls and would be considered for salary revision as per the company policy.

Please find below mentioned terms and conditions:

- As discussed during interview process, you will be trained for a period of **3 months** and evaluated for performance thereafter. On successful completion and clearance, you will be made on employment offer to join the respective teams at Bitla Software Pvt. Ltd.

- Your employment is limited to subject to the position of Software Engineer-Trainee. All benefits may not be entitled to you as compared to permanent employees of Bitla Software Pvt. Ltd.

- We believe in engaging our employees for continuous improvement in performance and delivery. We give enough support to perform and meet company goals, if you have failed to achieve the tasks set by us within stipulated time, you may be asked to continue in the same trainee role for another 3 months **OR** your relationship with Bitla Software Pvt. ltd. may come to an end.

We are sure that you are capable of delivering the expected standards and wish you a long lasting, mutually beneficial and sustained relationship with Bitla Software Pvt. ltd.

Thanking you,

For Bitla Software Pvt. Ltd.

VishnuVardhan Ramesh
Head - Human Resource

October 04, 2019

Mr. Manikanta Yenumula
Email id: manikanta.y90@gmail.com
Mobile Number: +91-8074322799

OFFER LETTER

Dear Manikanta,

Congratulations!!

We are pleased to offer you an Employment with **Miscot Systems** based on the interview discussions you had with us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Software Developer**
2. Your date of commencement of Employment will be on or before **October 16, 2019 at Mumbai, Main Office**
3. Your CTC will be **Rs. 3,62,400.00 (INR Three Lakh Sixty Two Thousand and Four Hundred Only) per annum.**
4. You will be on probation for a period of **Six months** from the date of joining.
5. Please send us a scan copy of the below documents.
    - Academic / Educational Certificates
    - Passport / PAN Card / Aadhar Card.
    - Recent Passport Size Photograph
    - Signed Copy of Miscot's Offer Letter
    - Employment Information (form attached)
    - Bank Details (form attached)

You are requested give our acceptance and send the signed copy of it together with our documents.

Looking forward to a long and mutually beneficial career with us

Yours truly,
For **Miscot Systems.**

MISCOT SYSTEMS MUMBAI

Sukanya Chandrasekhar
Manager – HR

EMPLOYEE CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

THIS AGREEMENT, made this **October 04, 2019** between **Miscot Systems** (hereinafter called the "Company"), a company registered under the Indian Companies Act having its principal place of business at Mumbai, and **Mr. Manikanta Yenumula** (hereinafter called "employee") of the **address: A-601, Meera Apartment, Shankar lane, Kandivali West, Mumbai – 400067, India**

WITNESSETH:

WHEREAS Employee may be engaged or has been engaged by the Company to perform certain services in connection with the design, development, support, sales and marketing of computer programs and computer software;

WHEREAS the parties anticipate that in the course of performing such services Employee will be given access to proprietary and confidential information pertaining to the Company's products and services or regarding the Company's business activities and operations, which information is valuable and not generally known to competitors of the Company; and

WHEREAS it is anticipated that the programming and other services to be performed by Employee will include services relating to the design and development of computer software intended to become a part of the Company's proprietary information or proprietary products which, with or without further modification, may be used or licensed or sold by the Company to third parties; and

WHEREAS the parties desire to confirm their respective rights in and to such proprietary information and products, as well as to preserve the confidentiality of the same;

NOW, THEREFORE, in consideration of the premises and the mutual covenants and conditions herein set forth, as well as other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, it is agreed that:

1. Confidential Information. The information to be considered confidential or proprietary for purposes of this Agreement shall include all information disclosed to or received by Employee in the course of the performance of tasks assigned by the Company to the Employee to the extent that such information: (I) constitutes or relates to computer software developed or owned by the company (or any parent or subsidiary or affiliate), including copies (in whatever form) of such software, associated software design information and documentation, work flow documentation, performance and functional specifications, operations manual, and all know-how and technology embodied in such software and documentation; (ii) constitutes or related to the programming or other work product to be produced or developed by Employee for the Company, as provided in Section 3 hereof; and (iii) constitutes or relates to business activities and operations of the Company (or any parent or subsidiary or affiliate), including financial information and information relating to customers, marketing, product development, pricing, and business strategy. Information which enters the public domain through no fault of the Employee's will not be considered confidential for purposes of this Agreement.

2. Nondisclosure; Continuing Obligation. Employee shall not use any confidential information of the Company for any purpose other than as necessary for the performance of tasks assigned by the Company to the Employee; and Employee shall not transfer or disclose any confidential information to any person, corporation, agency or other entity, without the prior written consent of the Company. The restrictions set forth herein with regard to use or disclosure of information shall continue after termination of any agreement under which Employee may be performing services for the Company, and shall apply so long as any information subject to such restrictions shall not properly have come into the public domain by disclosure in issued patents or otherwise. Notwithstanding the foregoing, the Employee shall not disclose any confidential information for a period of 3 years from the termination of employment with the Company. Additionally, employee will not disclose to the Company or use during the course of employment with the Company any trade secret or other confidential information of any former employer or other third party of which the employee may have knowledge without the express permission of the owner of such information.

3. Noninterference. While employed by the Company and for 2 years thereafter, employee agrees not to (a) solicit, attempt to solicit, hire or otherwise engage, directly or indirectly, any employee or customer of the Company; or (b) take any other action that may cause any such employee or customer to terminate or adversely alter his, her, or its relationship with the Company.

4. Rights in Employee's Work Product - All software, programming, inventions, documentation, data or reports generated or developed by Employee pursuant to agreement with the Company, and all other tangible and intangible results and work products of the services performed by Employee for the Company (all of which are sometimes referred to herein as the Employee's "work product"), shall be and remain the exclusive property of the Company and shall be treated for purposes of this Agreement as confidential information of the Company, and Employee shall not make any use or disclosure of any such work product except in accordance with this Agreement. The Employee agrees specifically that all work product, to the extent permitted by law, shall be considered works made for hire for the benefit of the Company. To the extent that any such work product may not be considered work made for hire under applicable law, Employee agrees to assign to the Company, and hereby does assign to the Company upon the creation of such work product, all right, title and interest in and to such work product, including without limitation all copyright or other intellectual property rights therein, without further consideration. Employee shall perform any acts that may be deemed necessary or desirable by the Company to confirm or evidence more fully the Company's ownership of all materials referred to in this Section to the fullest extent possible, including without limitation, by executing further written assignments or other instruments of transfer in such form as may be requested by Company. To the extent

that any pre-existing rights of the Employee may be embodied in any work product, Employee hereby grants to Company the irrevocable, perpetual, non-exclusive, worldwide, royalty-free right and license (1) to use, execute, reproduce, display, perform distribute copies of, and prepare derivative works based upon such pre-existing rights and any derivative works thereof and (2) to authorize others to do any or all of the foregoing. Employee hereby represents and warrants that he has the full right and authority to perform his obligations, to convey to the Company the unencumbered ownership of his work product, and to grant the rights and licenses herein granted, and that he has neither assigned nor otherwise entered into any agreement by which he purports to assign any right, title, or interest to any technology or intellectual property right that would conflict with his obligations under this Agreement. Employee covenants and agrees that he shall not enter into any such agreements

5. Working Hours, Holidays and Leave Normal working hours of the company are 10AM to 7PM Monday to Saturday. Sunday are holidays and National Holidays. Employees are provided with the opportunity to take 20 paid leaves every year. Except for emergencies and medical reasons leave will be granted only on 3 days prior notice and approval by your managers.

6. Return of Materials. Upon the termination of any agreement under which Employee may be performing services for or developing products or materials for the Company, Employee shall promptly return all copies of any memoranda, manuals, brochures, external or internal specifications, books, records, papers, writings, or other documented confidential information of the Company, including all work product and all notes or other materials made or complied by Employee. To the extent that any confidential information may have been recorded or otherwise placed in any computer memory or storage device or incorporated in any documents or material which cannot practicably be returned to the Company, Employee shall promptly destroy, purge or delete from the same all such confidential information.

7. Work for Competitors. During such time as Employee may be performing services for or developing work product for use by the Company, and for a period of two years thereafter, Employee shall not, either individually or as an Employee, agent or officer of any person or entity, provide programming, design or consulting services to any corporation, firm, agency or other entity which is engaged directly or indirectly in the business of developing middleware, integration, or related software for use in the banking industry so long as the activities of such employment or engagement would involve the direct or indirect use of Employee's skills or knowledge of confidential information in the development or marketing of products or services which would compete with those of the Company.

8. Remedy for Breach. Employee acknowledges that if he should violate any provision of this Agreement or fail to carry out an obligation set forth herein, it will cause immediate and irreparable damage to the Company which cannot be fully and adequately compensated in money damages; and that such violation will warrant preliminary and other injunctive relief, an order for specific performance, and other equitable relief; and Employee consents to the Company's obtaining such injunctive or other relief from any court of competent jurisdiction. Employee also acknowledges and agrees that the Company may pursue any other remedies which it may have or to which it may be entitled with respect to such violation.

9. Integration; Amendment; Severability. This writing is intended by the parties as the final expression of their agreement and is the complete and exclusive statement of the terms thereof, and supersedes any prior negotiations, representations or agreements between the parties on this subject. This Agreement may be modified or amended only by a writing signed by both parties. A waiver of any term or provision at some time shall not be construed as a waiver of such term or provision at any other time, or of any other term or provision. In the event that any portion of this Agreement may be determined to be invalid or unenforceable, the parties agree that such provision will be treated as if it had been deleted and that such invalidity or non-enforceability will not affect the remaining portions of this Agreement. The parties agree to substitute for any such invalid or unenforceable provision a valid provision which shall approximate as closely as possible the intent and economic effect of the invalid provision. If, moreover, any one or more of the provisions contained in this agreement shall for any reason be held to be excessively broad as to time, duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so that such provision, as so reduced and limited, shall be enforceable to the extent compatible to the applicable laws as it shall then appear.

10. Notice-Period Your service is liable to be terminated by the Company giving "**three months**" notice or payment of gross monthly salary in lieu thereof on either side on confirmation. However, in event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to completion of stipulated notice period of three month without any pay in lieu of notice period.

IN WITNESS WHEREOF, the parties have hereunto set their hands or caused this Agreement to be executed, under seal, as of the day and year first above written.

MISCOT SYSTEMS MUMBAI

_____

Signature of EMPLOYEE

Date: ____ / ____ / 2019

_____

Signature on behalf of COMPANY

HRD/3T/1002029330/21-22

June 6, 2021

Mr. Satya Durga Prasad CHALLA
Main Center/2-62
Chittavaram, Narasapuram Mandal, West Godavari District
Narasapur-534275
India

Ph: +91-9666916695

Dear Satya Durga Prasad,

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: 2021.06.06 20:38:02 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

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

HRD/1002029330/21-22 June 6, 2021

Mr. Satya Durga Prasad CHALLA
Main Center/2-62
Chittavaram, Narasapuram Mandal, West Godavari District
Narasapur-534275
India

Ph: +91-9666916695

Dear Satya Durga Prasad,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2021.**

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.

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.

Agreement

Our offer to you as **Systems Engineer** 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.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

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

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

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.

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified 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.

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

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

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

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

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: 2021.06.06 20:38:02 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

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Satya Durga Prasad CHALLA**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

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

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

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

OTHER BENEFITS

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

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

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

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Satya Durga Prasad CHALLA**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

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

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

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

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

OTHER BENEFITS

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

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

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

HRD/3T/1002129600/21-22 July 15, 2021

Ms. Rksitamahalakshmi Telagamsetti
Telagamsetti Vari Meraka
Ys Palem
Narasapur-534275
India

Ph: +91-9553491045

Dear Rksitamahalakshmi,

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: 2021.07.15 22:40:11 IST
Reason: Digitally Signed
Location: Bangalore

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

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

HRD/1002129600/21-22 July 15, 2021

Ms. Rksitamahalakshmi Telagamsetti
Telagamsetti Vari Meraka
Ys Palem
Narasapur-534275
India

Ph: +91-9553491045

Dear Rksitamahalakshmi,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **30-Aug-2021.**

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.

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.

Agreement

Our offer to you as **Systems Engineer** 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.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

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

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

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.

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified 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.

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

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

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

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

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: 2021.07.15 22:40:11 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation during the Training)

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

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

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

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

OTHER BENEFITS

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

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

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

ANNEXURE - II
(Compensation post Unit allocation)

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

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

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

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

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

OTHER BENEFITS

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

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

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Letter of Offer ! ! ! Inbox

Rasuri Sangeetha
to me, Gore, Venkat
31 May View details

Dear Ms. Anusha Gummalla,

Congratulations!!

This has reference to your application and subsequent interviews you have had with us. We are pleased to make you an offer for the position of "**Junior Software Engineer**" with a gross salary of **Rs 15,000/-** per month at our Hyderabad office. You will be given a Letter of Appointment on joining.

Your date of joining at Suja Associates would be on **02.06.2021.**

On **02.06.2021,** you are scheduled to meet **Ms R Sangeetha - Assistant Manager -HR or Mr. Venkateshwar Rao Hatti - Director- HR** at 12:00PM on 5th Floor, Ashoka Bhoopal Chambers, Begumpet, Hyderabad..
You are hereby requested to share a soft copy of all the below documents while accepting the offer.
You will be given information on your orientation activities. You will need to bring the following enclosed documents;

1. Educational Certificates Originals and 1 additional Xerox copy of the same.
2. PAN card copy and Aadhar Card copy
3. Three passport-sized colour photographs
4. Xerox copies of parents Aadhar Card.

If you are previously employed,

5. Relieving letter (Original copy) from previous company and Service certificates\ proof of employment from the present and all previous employers.
6. TDS certificate if applicable
7. Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up)

Your appointment is subject to:

1. Your joining the services of the company on or before **02.06.2021.**
2. Your acceptance of the offer letter.
3. The verification of your testimonials.
4. Satisfactory reports from your references.
5. You being found medically fit for the job.

Please acknowledge this E-mail as a token of acceptance of the offer within 24 hours from the receipt of the E-mail, failing which this offer stands automatically cancelled.

We are delighted to have you as a member of our Organization and look forward to working with you.

Thanks and Regards,
Sangeetha

GISFY
Building a smart world

GISFY PRIVATE LIMITED
Phoenix Tech Tower, Uppal,
Hyderabad, Telangana
CIN: U74999UP2016PTC087694
azghar@gisfy.co.in / www.gisfy.co.in

To,

Mr. Kottapalli Gangadurgarao,

1-74/1, Kotta Peta

Tyajanpudi, West Godavari,

Andhra Pradesh - 534305

Date: Jun 07, 2021

Appointment Letter

Dear Mr. Kottapalli Gangadurgarao,,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as an Intern Software Engineer at GISFY Private Limited.

We take this opportunity to thank and appreciate your decision to join GISFY Private Limited. You are requested to join on or before Jun 30, 2021.

Your salary will be Rs. 15,000 INR/Month. Deduction and bonus will be as per company rules. Usual shift will be for minimum 9:30 hours from 10:00 AM to 7:30 PM (six days a week).

As Confirmation of your acceptance, please sign the duplicate copy of this offer cum appointment letter and submit the same.

GISFY PRIVATE LIMITED

Director

Your Sincerely,

For GISFY Private Limited.

I have read and understood the above and hereby accept the same without any reservation.

K. Gangadurga Rao

Signature

Candidate ID: 2659188 /486749,

Date of Joining: 06/23/2020,

Joining Location: Hyderabad,

Designation: Analyst,

Dear ESWARA RAO NAKKA,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	**Welcome Address**
2.	**Verification of master data sheet, which contains your detailed information.**
3.	**Verification of joining documents***
4.	**Receipt of employee handbook and visitor-cum-bus pass**
5.	**Submission of signed documents**
6.	**Receipt of hard copy of offer letter**
7.	**ID cum access card formalities**
8.	**Bank account opening formalities**
9.	**Meeting the buddy**

Please report by 8:30 am at Hyderabad office, for joining formalities as per the address mentioned below:

Address

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

2:06 PM ...0.0KB/s

Offer letter-Hyd -Venkateswara - Read-only

Read Only - You can't save changes to t...

REPUGEN Web Team

NOV 15
2019

EEVANA VENKATESWARA RAO
HYDERABAD

Dear Venkateswara Rao,

Offer Letter

This has reference to the discussion we had pursuant to your application with us. We are pleased to offer you the position of "**Jr. Software Engineer**". The other terms and conditions of the appointment will be as discussed between us in our office.

You are expected to join us on **18 Nov 2019**.

Your **Annual Total Employment Cost to the company** would **be 1,44,000 (One Lac Forty-Four Thousand rupees only).**

A detailed letter of appointment will be released on the date of your joining Repugen Web Team Pvt Ltd. We are glad that very soon you will be part of our team. We look forward to your long and meaningful association with us.

As a part of joining formalities, you are requested to submit the originals certificates and copies of the following documents on your joining day.

1. Proof of age and educational qualification.
2. Copy of passport/Voter id/Adhar Card/Driving license.
3. Copy of PAN card.
4. Passport Size Photographs of Self: 2 nos.

The original documents will be returned to you the same day after verification.

Dear Mr. Suresh Gubbala

30th Dec, 2019

Sub: Employment in Syena Infosoft
Position: Associate Member Technical - DotNet

With reference to your application for the above position and the subsequent interview you had with us, we have pleasure in offering you employment on the terms and conditions specified below:

1) Your appointment will commence on 20th January, 2020 with a Consolidated salary of Rs. 8,000/-.

A. You will be entitled to leave and holidays in accordance with the company rules.

B. Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by your performance appraisal system. Review of your salary and promotions shall be at the company's discretion.

C. Your designation is merely indicative of the responsibilities, which you are required to carryout. The company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory or other functions and you shall be bound to carryout such functions.

2) Your salary is strictly confidential. You will devote full time to the work of the company and shall not undertake any direct or indirect business or work honorary or remunerative except with the written permission of the company.

3) You will conform to the service rules of the company. Your appointment is subject to your submitting mark sheets / certificates in respect of all your educational qualifications.

Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment. We welcome you to our company. We hope to have a mutually long and beneficial association.

Sincerely.

Chakravarthi Nimmala
AVP - Operations

Accepted..G.Suresh.....

Date..30./..Dec./.2019...

Syena Infosoft Private Limited
Unit No: 4, R & R Corporate Avenue,
Plot No: 1367 to 1370, Survey No: 11/7,
Ayyappa Society 100 Feet Road,
Madhapur, Hyderabad - 500 081.

Voice : +91 40 6462 4900
Web : www.syenainfosoft.com

SONATA SOFTWARE SOLUTIONS LIMITED

25-10-2021

Ref: SSSL/HR /APPT

Divi Junisha

2-135/2

Near Lace Park, Pasaladeevi

Narsapur - 534275,

Andhra Pradesh , India

Dear Divi Junisha

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Trainee Systems Analyst

2. **Grade:** ETG

3. **Date of Commencement: 27-10-2021**

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

13. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

14. **Posting:** Initially, you will be posted at Bangalore. However, the Company reserves the right to transfer you to any other place/establishment of the Company either in existence or which may come into existence, and on such transfer, the Rules and Regulations and the Terms and Conditions of the service applicable to such a place of posting shall be applicable to you. Similarly, the Company reserves the right to assign additional/change of duty and transfer you to equivalent post in any other department.

15. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

16. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

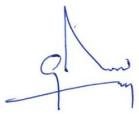
(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Solutions Limited
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : _____

Date : 25-10-2021

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

ANNEXURE

Monthly Benefits (Figures in Rs.) – A	*Figures in Rs.*
Basic	15000
HRA	7500
Advance Bonus/Ex Gratia	2500
Supplementary Allowance	1741
Total Monthly	**26741**
Annual Retirement Benefits –B	
Provident Fund(Refer Note No.1)	21600
Gratuity (4.17% of basic salary)	7506
Total Retirement Benefits p.a.	**29106**
Cost To Company – CTC - C - (A*12+B)	**350000**
Other Benefits - D	
Hospitalization & Personal Accident Insurance Premium (Refer Note No.2)	**6774**
Total Cost to Company – TCC - (C+D)	**356774**

1. This is the Employer's contribution towards Provident Fund. It is calculated at 12% of the of the Basic salary. There will be an equal deduction of monthly PF amount from the employee's side as per the Employee Provident Fund Organisation rule. This is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 2 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 5 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

SONATA SOFTWARE SOLUTIONS LIMITED

Medical Examination Report

Full Name: _____

Sex: _____ Date of Birth: _____ Age of According to me: _____

Previous Illness if any: _____

Family History: _____

Height: _____ Weight: _____

Physical Deformity: _____ Blood Group: _____

Small Pox: _____ Re-Vaccination: _____

Tab: _____ BCG: _____

Operation done if any: _____

Chest (Normal): _____ Expanded: _____

Abdominal girth: _____

Vision With Glasses: _____ Vision Without Glasses: _____

Eye Diseases if any: _____

Ear: _____ Hearing Defects If Any: _____

Nose: _____ Nose Defects If Any: _____

Throat: _____ Teeth: _____ Speech: _____

Tongue: _____ Tonsils: _____

Heart Sounds: _____ Skin Disease: _____

Blood Pressure: _____ Respiratory System: _____

Liver: _____ Spleen: _____

Digestive System: _____ Genital Urinary System: _____

Urine Test: _____ Sugar: _____

Albumin: _____ Nervous System: _____

General build and constitution: _____

Any other remarks: _____

In view of the above, I consider the candidate fir/unfit for employment

Place:

Date:

02/11/2019

Dear Mr/Ms. Kishore Singh Pande

Offer Letter from Dhyanahitha Organization for the role of Software Engineer.

Dhyanahitha Organization takes immense pride in offering a position to you as Software Engineer with effect from 04-11-2019.

Cost of company would be 30,000.00, take home would be 27,250.00/-

Please go through the details below for clear understanding and acceptance.

- **Job Title**: Software Engineer
- **Role**: Development
- **Terms of Service**
  - Working Days:
    - Number of working days per week is 6 days.
    - Weekly one day off will be decided based on operations.
    - You would be eligible to take CL and sick leaves after 3 months of your probation period.
    - Sick leave would be 7 and CL (Casual leave) would be 12, keeping into consideration that CL would expire every 2 months.

  - Roles & Responsibilities:

    - Modifying software to fix errors, adapt it to new hardware, improve its performance, or upgrade interfaces.
    - Directing system testing and validation procedures.
    - Directing software programming and documentation development.
    - Consulting with departments or customers on project status and proposals.
    - Working with customers or departments on technical issues including software system design and maintenance.
    - Analyzing information to recommend and plan the installation of new systems or modifications of an existing system.

- **Statutory Requirement.**

In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such position and as the Founders, the Board of Directors, or its authorized representative may from time to time require. You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability.

You agree that you are obliged to abide by the terms relating to Intellectual Property of the Company and its affiliates that are set forth in detail in the **"Proprietary Information and Inventions Agreement"** which is attached hereto and made a part of this Agreement.

1. As Software Engineer of our Company, you agree all Proprietary Information, such as internal to the Company, private or trade secret information, undisclosed inventions, candidate/client data i.e. non-public Information will be kept confidential by you and will not be disclosed to anyone outside the company without prior approval from the Company. You must adhere to "need to know basis "policy while disclosing such information within the Company circle as well. At all points your actions should be in the best interest of the company and within the Indian laws and regulations.

2. While maintaining the Position with the Company, you shall not join any position in another company that conflicts with the interest of this company. You shall disclose all your professional engagements to the Company at the time of commencement of this Agreement or later before availing such engagements. If found otherwise it will be considered as breach of this Agreement.

3. All work done by you while employed with the Company will be treated as Company property and will be reviewed by the Company authorities for appropriate means of protections, such as, but not limited to trade secrets, patents, registered marks, trademarks, publication and copyrights.

4. You must disclose any inventions that you hold on your name or have applied for before signing this Agreement so as Company is aware of your prior inventions. Post commencement of your employment with the Company if you extend such inventions for the Company benefits those will be termed as Company inventions and not personal inventions.

5. You must, at all times, refrain from disclosing trade secrets, confidential information or non-public inventions made by you or others in your previous employments and work to protect the Company's interest at all times.

6. You must, at all times, display greatest sense of accountability. If you discover that some other employee of the Company or some other company or its representative is misusing Company's information, inventions and their actions are against the interest of the Company you must bring it to the attention of the Company authorities with immediate effect. Proprietary Information and Inventions Agreement

7. Notice period would be 1 Month from intimation and serving the notice period without any leaves considered.

8. **Documents to be submitted**

- Digital photo copy
- Resume
- Previous Company offer letter, experiences letter and salary pay slips or bank statement.
- Aadhar card and pan card copy.

You are required to join the Company on or before 04-11-2019.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Welcome to team and wish you every success in your career with **Dhyanahitha Organization.**

Warm regards

_____

For Dhyanahitha Organization

Accepted & Agreed

wisdomleaf
Partnering for growth

September 24, 2021

Mr. N D Prasanth Challa
1-162, Main center,
Beside BSNL office,
Chittavaram, Narsapur
Mandal,West Godavari,
Andhra Pradesh-534275

Sub: Letter of Offer

Dear Prasanth,

Congratulations!

We are delighted to offer you the position of **"Jr. Software Engineer"** in our Organization subject to the following:

1. The date of joining and reporting to work will be on or before of **October 27th, 2021**. You will be based in Bangalore and shall report to **Mr. Kumaresan or** whomsoever he designates.

2. Your total annual Cost to Company (Salary and Provident Fund) will be **Rs. 3,75,000/-**

3. You will be on probation for three months from the date of joining.

4. A detailed appointment letter will be offered on the date of joining. Please bring original documents to verify along a copy of the following:
    - Educational Documents/Certificates
    - Address Proof – Permanent
    - Address Proof – Present
    - 2 Photo id proofs

Wisdomleaf Technologies Pvt. Ltd.
CIN - U72200KA2003PTC032027
Registered Office: 71/1, Margosa Road,
Malleswaram, Bangalore,
Karnataka, INDIA-560 055
Ph: +91 80 23447403.
URL: www.wisdomleaf.com
Email: contact@wisdomleaf.com

wisdomleaf
Partnering for growth

- Previous Employment Records
- Copy of PAN
- Three passport size photographs

Wishing you a long and progressive association with ***Wisdomleaf.***

Yours truly,

For WISDOMLEAF TECHNOLOGIES (P) LTD.

WISDOMLEAF TECHNOLOGIES PRIVATE LTD.

ANUPAMA PARTHASARATHY
CEO
Wisdomleaf Technologies Pvt. Ltd

I accept the above offer.

Date:
Name:
Signature:

Wisdomleaf Technologies Pvt. Ltd.
CIN - U72200KA2003PTC032027
Registered Office: 71/1, Margosa Road,
Malleswaram, Bangalore,
Karnataka, INDIA-560 055
Ph: +91 80 23447403.
URL: www.wisdomleaf.com
Email: contact@wisdomleaf.com

WELCOME TO WIPRO

3 November, 2021

Dear **Babi Manda**,

Welcome to Wipro Limited and congratulations on your appointment as **Software Engineer.**

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us. Your terms of appointment are elucidated in detail in the Appointment Letter. Please go through and confirm your acceptance by selecting “Submit” on the offer form.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive session to introduce you to something close to our heart and our way of life - the Spirit of Wipro.

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you intend to accomplish with your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long-term relationship and wishing you all the success at Wipro.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

Best regards,
For Wipro Limited.

Vishwas Deep
Global Talent Acquisition Head

(We would like to emphasize that the offer of appointment is subject to completion of your reference check.)

In case you need any clarifications regarding your job, salary, or any policy, please contact **Varadarajan Ponraj** At **varadarajan.ponraj@wipro.com.**

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

APPOINTMENT LETTER

3 November, 2021

Dear **Babi Manda**,

It is our pleasure to appoint you as **Software Engineer** in Wipro Limited ("Company") at **IN-Hyderabad,** in **Project Stream** or in any such capacity as the management shall from time to time determine. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. APPOINTMENT

1. The date of appointment is effective from the date of joining which is**15 November, 2021**, unless otherwise communicated in writing by the Company.
2. You will be on probation for a period of six (6) months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
3. The retirement age is 58 years.
4. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
5. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
6. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

2. COMPENSATION

You will be eligible for:

1. Compensation and benefits in accordance with **Annexure I_Salary Offer Sheet**.
2. Variable Pay - The details of this component are listed in **Annexure III**. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
3. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
4. Your salary will be reviewed periodically as per Company policy.
5. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. OTHER BENEFITS

You will also be eligible for:

1. Leave, holidays and working hours as applicable to your stream and location of posting.
2. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
3. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
4. Leave Travel Assistance (LTA) as per the Company's policy.
5. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band and stream.
6. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
7. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com.**

4. RESPONSIBILITIES

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

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

2. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
3. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
4. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. CONFLICT OF INTEREST

1. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
2. 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.
3. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    - Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
    - Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
    - Any existing employee to become associated with, or perform services of any type for any third party.
4. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

6. CONFIDENTIALITY

1. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
2. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

8. NON-COMPETE

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

9. GENERAL

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

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

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

1. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
2. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
3. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
4. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

10. NOTICE PERIOD & TERMINATION:

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

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

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

Best regards,
For Wipro Limited.

Vishwas Deep
Global Talent Acquisition Head

By selecting the "Submit" on the offer form, I hereby expressly confirm that I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on **15 November, 2021**.

Name: Babi Manda

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-Hyderabad

ANNEXURE - I

SALARY OFFER SHEET

Name: Babi Manda

Location: IN-Hyderabad

Position: Software Engineer

Career Group: B1

Career Stream: Project Stream

Annual Gross Salary Offered by Wipro: **Rs. 650000**

You shall receive salary as detailed below.

Components	Figures (in INR PER ANNUM)
BASIC	**260000**
HOUSE RENT ALLOWANCE	**130000**
BONUS	**42000**
WIPRO BENEFITS PLAN	**133298**
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	**31200**
GRATUITY	**13806**
HEALTH BENEFIT (NOTIONAL AMOUNT)	**7200**
VARIABLE PAY	**32496**
TARGET COST TO COMPANY (PER ANNUM)	**650000**

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

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

Please note that the above stack is applicable for all Indian passport holders. In case you are non Indian passport holder, request you to immediately declare the same to the hiring team. The hiring team will accordingly issue the offer letter guided by the International Worker rules.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

ADDITIONAL INFORMATION ON THE SALARY OFFER

Applicable limits for Career Group B1:

Basic, Additional Allowance and Bonus:

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

Following are your WBP Entitlements:

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs.30,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

3. Non-transferable Meal Cards:

An amount of Rs. 1,100 / 2,750 per month towards Non-Transferable Meal Cards is eligible for IT exemption under WBP.

4. Education Allowance:

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

5. National Pension System:

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

Retirement Benefits:

It consists of:

- Provident fund - Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund.In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm.
- Notional sum indicating contribution of 5.31% of your basic towards provision for gratuity.

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

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

ANNEXURE-II

DECLARATION ON CONFLICT OF INTEREST

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

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

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

Name: Babi Manda

Signature: E-Signature Signature

Date: E-Signature Date

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

COMPLIANCE TO COMPANY'S CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING (CODE) BY INSIDERS

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

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

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

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

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

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

(iii) Unauthorized disclosure or communication of UPSI.

(iv) Procuring any UPSI from others

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

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

MEDICAL

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 15,000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and remaining months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates the outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim and submitting relevant proofs. "MAS Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.
2. **ESI (Employee State Insurance Act):** Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons.
3. **Mediclaim:** You are eligible for a floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a monthly deduction from your payroll towards this base sum insured premium. The premium will vary based on your family status. The floater sum insured is as per your band and any top-up plan opted by you. 10% of the claim amount has to be borne by you. If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.
4. **Health check:** Company paid Annual health checkup program is available for employees above 40 years of age.

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.

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

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

"Gratuity Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

Survivor Benefit Pension Program:

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

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows:

Basic * No of years to Retirement * Grade
Factor * % based on number and age of surviving members.
I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable.
*Grade Factor is a band specific pre-defined pension Accrual rate.

"Survivor Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

Loans:

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

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

Voluntary Superannuation Scheme (VSS):

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

Your Life and Accident Cover:

1. Group Life Insurance Program + EDLI: Rs. 14,00,000

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

2. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. You also have an option to increase your Group Personal Accident Insurance cover by opting for a top-up for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in myWipro which is accessible on joining. You can access through myWipro > My Policies > My Financials

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

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

ANNEXURE – III

VARIABLE PAY- A BRIEF OVERVIEW

VARIABLE PAY Policy Summary & Computation:

VARIABLE PAY is a variable component in your salary stack which would be paid out on a quarterly basis.

You will be covered under an Variable Pay Program, which would entitle you to receive an Variable Pay of **Rs. 32496 per annum**, subject to individual, group/function and organization level achievement parameters. The details of the program will be communicated to you at the time of commencement of this coverage under the program.

The Variable Pay program may be changed/altered or modified in part or full thereof from time to time, at the sole discretion of the management

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Babi Manda**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information 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.

Name: Babi Manda

Signature: E-Signature Signature

Date: E-Signature Date

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

Dear **Babi Manda,**

To facilitate your transition to the city of **IN-Hyderabad**, we have put down a few points that would be of interest to you.

1. Reimbursement of travel costs: You can claim travel expenses from your current work location in India to your joining location as per the company policy.

In case you opt to visit your home town before joining us, you may still claim the amount as would be applicable for travelling to your joining location directly from your work location.

Please retain all your tickets/ bills to claim the same.

2. Initial Accommodation: The company provides you, your spouse and children accommodation at your joining location as per the company policy.

Please inform us a week before your scheduled arrival to help us make the necessary arrangements and inform you of the same.

Please feel free revert to us for any clarification or further information.

Best regards,
For Wipro Limited.

Vishwas Deep
Global Talent Acquisition Head

Signed by Babi Manda | babimanda4u@gmail.com | 03-11-2021 08:36:20 PM IST | 223.185.67.227

Date: 12- November-2019

Trainee Offer Letter

Dear **Malleswara Rao,**

Bangalore

We are pleased to announce that you have been selected for a role of **"Software Engineer - Trainee"** after taking you through our robust assessment and interview process in Oct 2019. Your tentative date of joining will be on **18- Nov-2019.**

You will be entitled for a stipend of **INR 10,000/-** (Ten Thousand Rupees Only) during the first **3 months** as a Software Engineer-Trainee. Based on your performance, you will be considered for an employment on Bitlasoft rolls and would be considered for salary revision as per the company policy.

Please find below mentioned terms and conditions:

- As discussed during interview process, you will be trained for a period of **3 months** and evaluated for performance thereafter. On successful completion and clearance, you will be made on employment offer to join the respective teams at Bitla Software Pvt. Ltd.

- Your employment is limited to subject to the position of Software Engineer-Trainee. All benefits may not be entitled to you as compared to permanent employees of Bitla Software Pvt. Ltd.

- We believe in engaging our employees for continuous improvement in performance and delivery. We give enough support to perform and meet company goals, if you have failed to achieve the tasks set by us within stipulated time, you may be asked to continue in the same trainee role for another 3 months **OR** your relationship with Bitla Software Pvt. ltd. may come to an end.

We are sure that you are capable of delivering the expected standards and wish you a long lasting, mutually beneficial and sustained relationship with Bitla Software Pvt. ltd.

Thanking you,

For Bitla Software Pvt. Ltd.

VishnuVardhan Ramesh
Head - Human Resource

LETTER OF APPOINTMENT FOR TRAINEE

23 August 2021

To

Mr Puppala Venkata Naresh
House No 5-168/1
Matsyapuri, Bhimavarm Road
West Godavari District
Andhra Pradesh – 534 207

Dear Naresh

We are pleased to appoint you as "Trainee Programmer" in our organisation. Your appointment will be effective from the 23rd of August 2021.

We acknowledge receipt of your original documents lodged with us as per the Annexure duly acknowledged and signed by you along with the '**Service Bond**' on the Stamp Paper.

The terms and conditions of your employment are mentioned below:

1. You will be under training for a period of 3 months during which time you will be paid a stipend of Rs. 8,000/- [Rupees Eight thousand only] per month. During this period, you will not be eligible for any leaves. Confirmation of your services will depend on your performance and is at the sole discretion of the management.

2. You are expected to work in any 10 hour shift per day, 5 days a week with a total 60 minute break for lunch / refreshments. Your shift timings would be any 10 hours between 6:00 a.m. and 10:00 p.m.

3. You are not to disclose any information you may receive from the Organisation related to your work to any outsider. This could be pertaining to the organization, client, vendor or supplier. This information could be in document form, paper or electronic, or in any other form. You will need to sign an agreement to this effect. Such revelation of information will be strictly viewed and disciplinary action will be initiated against you. This may, sometimes, lead to termination of services without prior notice.

4. All Intellectual Property Rights of the applications worked on by you belong to the organisation. A Confidentiality Agreement to this effect with other terms and conditions will be signed by you.

5. During your tenure with us, you are expected to maintain discipline and follow the rules and regulations set by the Organisation from time to time. Failure to adhere to the policies of the organisation could result in disciplinary action. In case of prolonged non-adherence, this may also lead to termination of service without notice.

bijibsoft private limited

6. In case you wish to leave the employment for whatever reason before the end of the **Bond Period**, an amount of Rs. 50,000/- will have to be paid to the Organisation towards the Training costs with a **Two Months'** notice period. During your notice period, you have to transfer knowledge of the project you are working on to the other employee(s) designated by the management.

We look forward to having a long and mutually beneficial relationship.

For bijibsoft private limited

Madduri Kiran
Director

ACCEPTANCE OF THE EMPLOYEE

I ACCEPT THE TERMS AND CONDITIONS MENTIONED IN THE ABOVE APPOINTMENT LETTER.

Name: P. venkata naresh

Signature: P venkatanaresh

Date: 23/08/2021

DATA SIGHTS

HR/OFFER/06/2021

8th June 2021

Offer of Employment

Mr. Manikanta Kotla,

We are pleased to extend the offer of employment with **DATASIGHTS**, further to the interview and discussions you have had with us.

You are offered the position of **Software Engineer** and in this capacity; your annual CTC will be **Rs. 9,00,000/-**(Rupees Nine Lakhs Only) annexure attached.

The information below is provided for your consideration and indication of your agreement to the general terms andconditions.

There will be probationary period of Three Months, during which either party may terminate this contract of employment with one month's written notice or by payment of the equivalent of one month's salary in lieu thereof. After successful completion of the probation and review thereof, you will be entitled to other benefits in terms of your leaves, performance bonus whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability.

The offer will be valid for Seven Days from date of this letter. The terms of this offer are strictly between you and DATASIGHTS and any breach of this confidence will be viewed with utmost seriousness.

Kindly sign and return the duplicate copy of this letter as your acceptance of this offer, and the terms and conditions. Also inform us your date of Joining

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process:

a) All academic / professional certificates / mark lists (PhotoCopy)
b) Relieving letter or resignation acceptance letter from your pervious employers. (Photo Copy)
c) Salary certificates or last three months drawn salary slip from lastemployer.
d) Experience certificates of your previous employers. (PhotoCopy)
e) PassportPhotocopy
f) PAN card (PhotoCopy)
g) Form 16/IT computation sheet of previous employee with form12B
h) Two Passport sizephotographs
i) Permanent Residence Proof (PhotoCopy)

All the original documents need to be produced at the time of your joining for verification

A Unit of ***RK ASQUARE Private Limited***
Divyasree Solitaire, 2nd Floor, Inorbit Mall Road, Madhapur, Hyderabad, Telangana, INDIA - 500 081.
Contact : +91 91824 73605 | E-mail : info@datasights.io | www.datasights.io

DATA SIGHTS

Annexure

Dear **Manikanta Kotla,**

Please find your detailed CTC details.

Particulars	Monthly CTC	Annual CTC
Basic Salary	30000	360000
House Rent Allowance	12000	144000
LTA	3000	36000
Other Allowance	30000	360000
Total (CTC)	**75000**	**900000**
Deductions		
Employer's contribution to Provident Fund	1800	21600
Professional Tax	200	2400
ESI	0	
Group Health Insurance	0	
TDS	0	
Total	**2000**	**24000**
Net	**73000**	**876000**

We take this opportunity to welcome you to **DATASIGHTS**family and look forward to a long and mutually fruitful association.

Best Regards,

For DATASIGHTS,

DATASIGHTS HYDERABAD

Rajeshwar Rao BSR
Head – Hiring Team

I, **Manikanta Kotla** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned offer of employment in totality.

Manikanta Kotla

Date:

A Unit of ***RK ASQUARE Private Limited***
Divyasree Solitaire, 2nd Floor, Inorbit Mall Road, Madhapur, Hyderabad, Telangana, INDIA - 500 081.
Contact : +91 91824 73605 | E-mail : info@datasights.io | www.datasights.io

Rewarding Performance

COST TO COMPANY(CTC) FOR Satish Beenaboina	
Email: satishmca0452@gmail.com	
Band: E1	
Designation: SENIOR TEST ENGINEER	
Issued Date:Thursday, October 28, 2021	
Monthly Components (In Rs.)	
Basic Salary	15625
House Rent Allowance/Company Leased Accomodation	7813
Holiday Allowance	4166
Compensatory Allowance	22562
Food Wallet	2000
TOTAL: Monthly (A)	52166
TOTAL: Monthly : Annualised (B)	625992
Annual Components (In Rs.)	
Provident Fund	22500
Gratuity	9014
Insurance & Medical Benefits	10000
TOTAL: Annual : (C)	41514
Variable Components(In Rs.)	
Engagement PB @ 100% achievement levels (paid monthly)	37500
Performance Bonus @ 100% achievement levels+	45000
TOTAL: Variable Components : (D)	82500
Total Annual Earning Opportunity (B) + (C) + (D)	750006
$ INSURANCE & MEDICAL BENEFITS (in Rs.)	MAX SUB-LIMITS (per annum)
Hospitalization cost reimbursement limit	360000
Term life Insurance Cover##	2000000
Disability cover due to accident (upto)	1800000

+ Year-end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle.

The EDLI coverage of INR 602,000 is over & above the Term Life Insurance coverage defined above.

Holiday Allowance can be converted into LTA. Please refer guidelines and contact the respective HR Representative.

Enagagement PB will be payable on a monthly basis as per EPB guidelines

All personal tax liability arising out of compensation and joining expense (if any) will be borne solely by the employee.

NOTE :

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager

Dear Mr. Naga Durga Prasanth Challa

30th Dec, 2019

Sub: Employment in Syena Infosoft
Position: Associate Member Technical - DotNet

With reference to your application for the above position and the subsequent interview you had with us, we have pleasure in offering you employment on the terms and conditions specified below:

1) Your appointment will commence on 20th January, 2020 with a Consolidated salary of Rs. 8,000/-.

A. You will be entitled to leave and holidays in accordance with the company rules.

B. Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by your performance appraisal system. Review of your salary and promotions shall be at the company's discretion.

C. Your designation is merely indicative of the responsibilities, which you are required to carryout. The company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory or other functions and you shall be bound to carryout such functions.

2) Your salary is strictly confidential. You will devote full time to the work of the company and shall not undertake any direct or indirect business or work honorary or remunerative except with the written permission of the company.

3) You will conform to the service rules of the company. Your appointment is subject to your submitting mark sheets / certificates in respect of all your educational qualifications.

Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment. We welcome you to our company. We hope to have a mutually long and beneficial association.

Sincerely.

Chakravarthi Nimmala
AVP - Operations

Accepted Ch. Naga D. Prasanth

Date. 30./12./19.....

Syena Infosoft Private Limited
Unit No: 4, R & R Corporate Avenue,
Plot No: 1367 to 1370, Survey No: 11/7,
Ayyappa Society 100 Feet Road,
Madhapur, Hyderabad - 500 081.

Voice : +91 40 6462 4900
Web : www.syenainfosoft.com

OFFER LETTER

Dear Suri babu,

We are pleased to offer you the position of Front end developer at Technowell Enterprise Services Private Limited with a start date of 13 August 2021, You will be reporting to M.Balraj- Technical Head. We believe your skills and experience are an excellent match for our company.

The starting stipend/salary for this position is 8k (Eight Thousand Rupees) to be paid on a monthly basis, for the first six months and hike will be added to your salary based on the company's projects and your performance.

Probation/Confirmation: You will be on a probation period for the six months. Based on your performance your services will be confirmed with the company in written. During the probation period your services can be terminated with One-month notice in case if you found not suits to the company requirement or without any reasons whatsoever.

Your employment with Technowell Enterprise Services Private Limited for two years minimum, which means you are going to be trained and given live projects to work productivity. If you want to leave before two years you have to repay the entire salary as damage charges in non-continuity in progress of the company.

Please confirm your acceptance of this offer by reply email.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

A formal appointment order will be issued after your acceptance.

For Technowell Enterprise Services Private Limited,

Sincerely,

(DIRECTOR)

December 21, 2020

Mr. Ravuri Naga Narayana Swamy
Bangalore

Dear Narayana, ***Confidential Restricted***

With reference to our discussions, we are pleased to make you an ***Offer of Employment*** for the position of ***Software Engineer*** in **Marlabs Innovations (P) Ltd.** As we endeavor to expand our business horizons, we are keen to have you on board and we hope that you will contribute significantly to the company's growth.

You will be entitled for a compensation of Rs.25,000/- (Rupees Twenty-Five Thousand Only) during your training period. Your gross compensation including salary reimbursements and benefits per annum will be **Rs.4,80,000/-** (Rupees Three Lakhs Only). Your compensation will come into effect only from the time you are assigned to a customer project. Your salary is subject to income tax and other statutory deductions, as per the prevailing laws. A detailed break-up will be provided in the Letter of Appointment that will be given to you at the time of joining.

You will be on probation for a period of **6 months** from the date of joining. A formal review of your performance will be done as per the Company's Policy for confirmation. You will be entitled for leaves as per the Company's Leave Policy.

As the company will be making significant investments on your training for a period of 4-8 weeks, you will be required to serve the company for a minimum period of 12 months after completion of your training.

At the time of joining the company, you will be required to sign and abide by the Employee Agreement and policies of the company. You are requested to submit the following documents at the time of joining.

- ***Passport size Photos – 6 Nos***
- ***Last drawn Salary Slip / Copy of Appointment Letter / Letter of Confirmation/ Promotion,*** from your current / last employer giving your current compensation details
- ***Photocopy of Experience Certificates / Relieving letter*** from current and previous employers
- ***Photocopy of Degree Certificates, Marks Sheets*** (Class X onwards) and ***Training Certificates***
- ***Copies of Form 16 / Form 16A*** from your Current / Previous Employer (as applicable)
- ***Photocopy of your Passport*** (pages with passport #, Name, Address and any other pages with changes incorporated or Visas).
- ***Photocopy of your PAN Card / Acknowledgement slip for the PAN card applied*** (if you do not have a PAN card)
- ***Identity Proof is mandatory: pancard / voter's ID card / DL / Passport Copy***
  (Photo should be clear)

The offer of employment is being given on the premise that the documents submitted are true. In the event, if there has been a misinterpretation of facts, the offer of employment shall be withdrawn with immediate effect.

By signing this letter of offer of employment, copy of which you will return to us, you accept the general terms specified in this letter, the compensation package and employment with Marlabs**.** Please indicate your probable date of joining us. This offer is open for your joining **Marlabs** till **December 28, 2020.**

We take this opportunity to welcome you to **Marlabs** and we are confident that you will have a rewarding career with us.

This offer supersedes all other offer letters released to you from Marlabs either by mail or the Hard Copy.

Yours truly,

For Marlabs Innovations (P) Ltd.,

Richu Belliappa M R
Lead Executive – Human Resources

Accepted By

Name

_____

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

Superset ID: 749689

Letter of Intent ("LOI")

Dear Puvvada Swetha,

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

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

Puneet Kumra
Head - Fresher Hiring

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

ANNEXURE 1

Puvvada Swetha
Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)** which would comprise your salary, applicable statutory benefirs, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Cognizant

Ref No: 17110080

08-Sep-2021

Tammabattula Veera Durga Babu

Dear **Tammabattula**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Programmer Analyst** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 599,996**. This includes an annual incentive target of **INR 20,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 23 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **09-Sep-2021**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Ardeshir R Dastur
AVP – Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date**:

Cognizant

Compensation and Benefits

Name: Tammabattula Veera Durga Babu **Designation:** Programmer Analyst

Sl. No.	Description	Monthly	Yearly
1	Basic	16925	203,100
2	HRA*	10155	121,860
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	2031	24,372
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	15172	182,064
	Annual Gross Compensation		**579,996**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**599,996**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**619,496**

As an associate you are entitled to the following additional benefits:

• Floating medical insurance coverage
• Round-the-clock group personal accident insurance coverage
• Group term life insurance coverage
• Employees' compensation insurance benefit as per the Employee's Compensation Act
• Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

• From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

• Earned Leave – 18 days
• Sick Leave – 12 days
• Casual Leave – 6 days

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) 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 India Leave Policy.

 # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "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.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

**** Incentive target**:

Your 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 pro-rated 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 the incentive is paid.

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. The Annual Gross Compensation will remain the same
• Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize 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 decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 08-Sep-2021 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 shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Tammabattula Veera Durga Babu, ____(Age) ,residing at _____(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter 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 honor 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 requirements. 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 are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this 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 a breach. The obligations imposed upon you under this clause 4 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, 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 the 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 communicated 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 accordance with any applicable laws currently in place. Any changes to be made to the above work timing 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. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company 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 a 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, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

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. Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will 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 that 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 them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or

processes, please reach out to your HR talent manager. It is your responsibility stay 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 client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. 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 three (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 employment with 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, embezzlement, misappropriation, misuse or causing damage to the Company's assets/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
- Conduct 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 4, 5, 9 and 11 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 our 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 the 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 the Company, its affiliates and their employees, contractors or clients without the 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 the 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 **Tammabattula Veera Durga Babu**

Ardeshir R Dastur
AVP – Talent Acquisition

I have read, understood and accept the above-mentioned terms.

Signature: **Date**: