



Bapatla Women's Engineering College

(ESTD. 2009)

BAPATLA - 522 101, Guntur (Dist), A.P.

(Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University
an ISO 9001 : 2015 Certified Institution

List of Students Placed in the Academic Year 2021-22

S. No	Name of the Student Placed	Program Graduated from	Year of Graduation	Name of the Employer	Pay Package in LPA
1	Borra Sri Valli	CSE	2022	INFOSYS	3.6 LPA
2	Thasneem Fathima Shaik	CSE	2022	TATA ELXSI	3.5 LPA
3	Abbaraju Yasaswini	CSE	2022	INFOSYS	3.6 LPA
4	Addanki Rupa Kalyani	CSE	2022	ILENSYS	4.2 LPA
5	Akula Sireesha	CSE	2022	Atos Global	3.1 LPA
6	Bathula Naga Jyothi	CSE	2022	Atos Global	3.1 LPA
7	Bhavanam Kavitha	CSE	2022	FACE PREP	3.06 LPA
8	Bhogadi Sravani	CSE	2022	Atos Global	3.1 LPA
9	Bhuma Venkata Sri Lakshmi Kalpana	CSE	2022	ILENSYS	4.2 LPA
10	Bonthagarla Lakshmi Tejaswini	CSE	2022	Accenture	3.83 LPA
11	Burla Satwika	CSE	2022	Atos Global	3.1 LPA
12	Burri Indira Dorathi	CSE	2022	Atos Global	3.1 LPA
13	Ch.Hymavathi	CSE	2022	FACE PREP	3.06 LPA
14	Ch.Priyanka	CSE	2022	Atos Global	3.1 LPA
15	Chilaka Prasanthi	CSE	2022	FACE PREP	3.06 LPA
16	Chimata Harika	CSE	2022	ILENSYS	4.2 LPA
17	Chintam.Deepika	CSE	2022	IBM	4.18 LPA
18	Chittineni Pavithra	CSE	2022	Atos Global	3.1 LPA
19	Devarakonda Sai Lavanya	CSE	2022	FACE PREP	3.06 LPA
20	Devireddy Sailaja	CSE	2022	Atos Global	3.1 LPA
21	Dodda Sravani	CSE	2022	Atos Global	3.1 LPA
22	Duddugunta Manjusri	CSE	2022	HCL	4.25 LPA

23	Dundi Reshmakalyani	CSE	2022	WIPRO	3.5 LPA
24	Emani Usha	CSE	2022	WIPRO	3.5 LPA
25	Emani Amulya	CSE	2022	INFOSYS	3.6 LPA
26	Gaddam Purnima	CSE	2022	FACE PREP	3.06 LPA
27	Gade Prasanna	CSE	2022	FACE PREP	3.06 LPA
28	Vandana Gollapalli	CSE	2022	Zensar Technologies	4.06 LPA
29	Guðise Jeevan Latha	CSE	2022	ILENSYS	4.2 LPA
30	Gundeboina Karuna	CSE	2022	FACE PREP	3.06 LPA
31	Indeti Venkata Triveni	CSE	2022	ILENSYS	4.2 LPA
32	Mallireddy Ishwarya Lakshmi	CSE	2022	Pactera Edge	3.5 LPA
33	Jallefa Mounika	CSE	2022	FACE PREP	3.06 LPA
34	Jampa Supriya	CSE	2022	WIPRO	3.5 LPA
35	Julaganti Harshitha	CSE	2022	HCL	4.25 LPA
36	Kalli.Manasa	CSE	2022	Mindtree	4.0 LPA
37	Kethu Neelima	CSE	2022	ILENSYS	4.2 LPA
38	Kolluri Vishnupriya	CSE	2022	HCL	4.25 LPA
39	Pravallika Koppuravuri	CSE	2022	Pactera Edge	3.5 LPA
40	Mandava Homagayatri	CSE	2022	Pactera Edge	3.5 LPA
41	Maddineni Supraja	CSE	2022	WIPRO	3.5 LPA
42	Mandava Kiran Mai	CSE	2022	FACE PREP	3.06 LPA
43	Mannem Mrudula	CSE	2022	ILENSYS	4.2 LPA
44	Mathi Jagadeeswari	CSE	2022	Pactera Edge	3.5 LPA
45	Muyvala Lakshmi Naga Thanmai	CSE	2022	Atos Global	3.1 LPA
46	Navuluri Sivani	CSE	2022	IBM	4.18 LPA
47	Nelaturi Lakshmi Devi	CSE	2022	HCL	4.25 LPA
48	Oguri.Nandini	CSE	2022	UNSCHOOL	3.00 LPA
49	Pallerla Keerthi Reddy	CSE	2022	HCL	4.25 LPA

50	Panguluri Bhargavi	CSE	2022	Atos Global	3.1 LPA
51	Pesala Lakshmi Saranya	CSE	2022	Atos Global	3.1 LPA
52	Sobhareddy Pittu	CSE	2022	Atos Global	3.1 LPA
53	Lahari.Pulivarthi	CSE	2022	Pactera Edge	3.5 LPA
54	Pusuluri Aahnika	CSE	2022	FACE PREP	3.06 LPA
55	Puvvada Varsha Chowdary	CSE	2022	Capgemini	4.0 LPA
56	Ravipati Sathvika	CSE	2022	Atos Global	3.1 LPA
57	Repalle Nikhitha	CSE	2022	Atos Global	3.1 LPA
58	Shaik Rizwana	CSE	2022	ILENSYS	4.2 LPA
59	Shaik Taslima Nasreen	CSE	2022	Atos Global	3.1 LPA
60	Solasa Vani	CSE	2022	Atos Global	3.1 LPA
61	Sugguna Prathyusha	CSE	2022	FACE PREP	3.06 LPA
62	Sugguna Yagna Prasanna	CSE	2022	Atos Global	3.1 LPA
63	Thanniru Likitharagasudha	CSE	2022	ILENSYS	4.2 LPA
64	Vadduri Teja Sri	CSE	2022	Pactera Edge	3.5 LPA
65	Vatfikonda Sireesha	CSE	2022	Zensar Technologies	4.06 LPA
66	Vishnumolakala Aswini	CSE	2022	Atos Global	3.1 LPA
67	Yarrakula Venkata Naga Sindhu	CSE	2022	WIPRO	3.5 LPA
68	Akasapu Pujitha	ECE	2022	HCL	4.25 LPA
69	Ambati Mounika	ECE	2022	NAVTECH Electronics	3.6 LPA
70	Arimanda Supraja	ECE	2022	TATA ELXSI	3.5 LPA
71	Battula Sonypriya	ECE	2022	UNSCHOOL	3.00 LPA
72	Bodavula Sahithya	ECE	2022	HCL	4.25 LPA
73	Bommali Divya Meghana	ECE	2022	UNSCHOOL	3.00 LPA
74	Chavakula Tejaswini	ECE	2022	Navstar Integrated Systems	3.6 LPA
75	Chikkala Deena Daya	ECE	2022	Atos Global	3.1 LPA
76	Chinthala Pravallika	ECE	2022	Atos Global	3.1 LPA
77	Dulla Radhika	ECE	2022	HCL	4.25 LPA

78	Galla Harshitha	ECE	2022	HCL	4.25 LPA
79	Gandikota Rajeswari Haripriya	ECE	2022	HCL	4.25 LPA
80	Ganipiseti.Sru Swapna	ECE	2022	INFOSYS	3.6 LPA
81	Inturi Lavanya	ECE	2022	INFOSYS	3.6 LPA
82	Jarubula Gayathri	ECE	2022	Atos Global	3.1 LPA
83	Kakollu Sravani	ECE	2022	Pactera Edge	3.5 LPA
84	Kanna Revathi	ECE	2022	HCL	4.25 LPA
85	Kavitha Rani Kasula	ECE	2022	HCL	4.25 LPA
86	Koppuravuri Jyothi Priyanka	ECE	2022	TEAM LEASE DIGITAL	2.4 LPA
87	Koritala Vasanthi	ECE	2022	Pactera Edge	3.5 LPA
88	Kosuru Revathi	ECE	2022	DAZN	6.9 LPA
89	Kunduru Sushma Sri	ECE	2022	FACE PREP	3.06 LPA
90	Lakkimsetti Jahnvi	ECE	2022	HCL	4.25 LPA
91	Muchu Suvarna	ECE	2022	NAV TECH Electronics	3.6 LPA
92	Madivada Lekhana	ECE	2022	TCS	3.36 LPA
93	Mathi Lavanya	ECE	2022	HCL	4.25 LPA
94	Middiboina Jayasri	ECE	2022	Atos Global	3.1 LPA
95	Mopidevi Teja	ECE	2022	Atos Global	3.1 LPA
96	Mullamuri Akhila	ECE	2022	NAV TECH Electronics	3.6 LPA
97	Munnangi Alekya	ECE	2022	Atos Global	3.1 LPA
98	Muvva Baby Thanmai Maheswari	ECE	2022	NAV TECH Electronics	3.6 LPA
99	Nallabothu Amurtha	ECE	2022	Atos Global	3.1 LPA
100	Nissi Sahithya Kagitha	ECE	2022	Capgemini	4.0 LPA
101	Pallapu Pavani	ECE	2022	Atos Global	3.1 LPA
102	Parjse Yanini	ECE	2022	Atos Global	3.1 LPA
103	Patan Kousar Mohin	ECE	2022	FACE PREP	3.06 LPA
104	Pecta Mounika	ECE	2022	NAV TECH Electronics	3.6 LPA

105	Vasanthi Perimatcha	ECE	2022	UNSCHOOL	3.00 LPA
106	Peram Nagalakshmi	ECE	2022	FACE PREP	3.06 LPA
107	Pragada Bhagyasri	ECE	2022	FACE PREP	3.06 LPA
108	Pudota Sasirekha	ECE	2022	Zensar Technologies	4.06 LPA
109	Shaik Juhidabi	ECE	2022	Atos Global	3.1 LPA
110	Srungavarapu Hema Chandini	ECE	2022	HCL	4.25 LPA
111	Veena Deekshit Gollapalli	ECE	2022	Atos Global	3.1 LPA
112	Poorna Venkata Vijaya Sai Akhila Yakkala	ECE	2022	HCL	4.25 LPA
113	Chandrakala Bahmudi	ECE	2022	HCL	4.25 LPA
114	Mikkili Akshaya	ECE	2022	Astra Microwave	3.6 LPA
115	Manju Sri Lakshmi Muttavarapu	ECE	2022	Atos Global	3.1 LPA
116	Bhavya Nujendla	ECE	2022	UNSCHOOL	3.00 LPA
117	Bhargavi Peruboina	ECE	2022	HCL	4.25 LPA
118	Vegesana Hemasri	ECE	2022	Atos Global	3.1 LPA


Training & Placement Officer




Principal
Havina

PRINCIPAL
BAPATLA WOMEN'S ENGINEERING COLLEGE
BAPATLA

HRD/3T/1003160645/22-23

Ms. Borra Srivalli
No-3-152,
Gowdapalem Street,Kollur,Guntur(Dist)
Ponnur-522324
India

Ph: +91-9391396871

Dear Borra ,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Validity Unknown

Digitally signed by Richard Lobo
Date: 2022.06.24 09:15:12 IST
Reason: Digitally Signed
Location: Bangalore

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Ms. Borra Srivalli
No-3-152,
Gowdapalem Street,Kollur,Guntur(Dist)
Ponnur-522324
India

Ph: +91-9391396871

Dear Borra ,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

Your scheduled date of joining the employment of the Company will be **05-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

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

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

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Velocity Unknown
LOBA
Digitally signed by Richard Lobo
Date: 2022.06.24 09:15:12 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Borra Srivalli		
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 successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Borra Srivalli
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



05 April 2022

Thasneem Fathima Shaik
14-5-104/b,Ward-31,Islampet,Bapatla,Guntur(Dist), Andhra pradesh(state) 522101

Dear Thasneem Fathima Shaik,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **04 July 2022**.
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

TATA ELXSI

Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India
Tel +91 80 2297 9123 Fax +91 80 2841 1474
www.tataelxsi.com

(EPL/LS/11/CKA/19297/C009/36)



2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with 60% or 6.0 CGPA in aggregate.

3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.

3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

4.2. Compensation structure detailed in the attached annexure is for a posting in Chennai. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in Chennai. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.

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7. Other Work:

- 7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

- 8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.
- 8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.
- 8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.
- 8.4. You will be liable to termination from service by the Company without notice if:
- Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
 - You are found to have willfully suppressed any material information, or,
 - You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
 - You are found to have indulged in financial irregularities; or
 - You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.

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9. On Separation:

- 9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

- 11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.
- 11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.

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11.3. Data Protection Regulation- Personal Data: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

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14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in clause 1 of this letter ("Date of Appointment").

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19. Jurisdiction and Dispute resolution:

19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment**"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date: _____

Signature: _____

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Annexure 1

Annexure to: Thasneem Fathima Shaik

Appointment Letter Dated: 05 April 2022

Name	Thasneem Fathima Shaik
Level	D
Designation	Engineer
Location	Chennai

	Amount in INR
Basic	
House Rent Allowance	15,500
Flexible Benefit Plan**	7,750
Statutory Bonus *	1,912
	1,400
Monthly Salary	26,562

Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947

Annual Gross Salary

3,50,011

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

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Annexure 2

Annexure indicating breakup of FBP components applicable to grade "D"

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

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ICDN LB511CKA198271C0092261

HRD/3T/1003292343/22-23

Ms. Ysaswini Abbaraju
Sri Sita Rama Nilayam,
T.Nagar 4Th Line,
Bapatla-522101
India

Ph: +91-9391945658

Dear Ysaswini,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown

Digitally signed by Richard Lobo
Date: 2022.06.24 09:11:18 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

HRD/1003292343/22-23

Ms. Yasaswini Abbaraju
Sri Sita Rama Nilayam,
T.Nagar 4Th Line,
Bapatla-522101
India

Ph: +91-9391945658

Dear Yasaswini,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

Your scheduled date of joining the employment of the Company will be **05-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

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

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

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

Certification signature by Richard Lobo
<richard_lobo@infosys.com> Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.20 09:11:18 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 first six months from the Date of Joining)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Yasaswini Abbaraju		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENTS			
BASIC SALARY			
BASKET OF ALLOWANCES			15,000
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			4,478
MONTHLY GROSS SALARY			2,850
			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 successful completion of six months)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Yasaswini Abbaraju		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENTS			
BASIC SALARY			
BASKET OF ALLOWANCES			15,000
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			4,478
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



APPOINTMENT LETTER

Date: 08/04/2022

Dear Ms. Addanki Rupa Kalyani,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a CTC of 4, 20, 000 per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

I L E N S Y S T E C H N O L O G I E S P R I V A T E L I M I T E D

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organization.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2, 00, 000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below (Annexure-1). Salary payable on monthly basis.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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ANNEXURE - I

COMPENSATION DETAILS
(All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



OTHER BENEFITS

SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five installments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
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In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Addanki Rupa Kalyani)

Date: _____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
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Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Addanki Rupa Kalyani)

Date: _____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com

Akula Sireesha
Chennai
India

OFFER LETTER

Dear Akula Sireesha

Date 08-07-2022

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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- a) during your working hours, or
- b) at company's expenses, or
- c) using any or Company's materials or facilities, or
- d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").

12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.

You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.

13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:

- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
- d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.

14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.

15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.

16) It will be your personal responsibility to obtain the following within 3 months of joining:

- (a) Valid Driving Licence for driving a light motor vehicle in India.
- (b) Obtain a valid Passport from R.P. Office, Government of India.

17) Please note that that this appointment is subject to clearance of the following:

- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : Akula Sireesha
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Bathula Naga Jyothi
Chennai
India

OFFER LETTER

Dear Bathula Naga Jyothi

Date 08-07-2022

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Bathula Naga Jyothi**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



A Unit of Focus 4D Career Education Pvt. Ltd

June 09, 2022

Ms BHAVANAM KAVITHA
Candidate Id: CN20220880

Dear BHAVANAM KAVITHA,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms BHAVANAM KAVITHA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu

HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Bhogadi Sravani
Chennai
India

OFFER LETTER

Dear Bhogadi Sravani

Date 08-07-2022

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Bhogadi Sravani**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



APPOINTMENT LETTER

Date: 08/04/2022

Dear Ms. Bhuma Venkata Sri Lakshmi Kalpana,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a CTC of 4, 20, 000 per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organization.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2, 00, 000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below (Annexure-1). Salary payable on monthly basis.

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ANNEXURE - I			
COMPENSATION DETAILS (All figures in INR. per Month & Annum)			
A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000

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OTHER BENEFITS

SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five installments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.

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In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Bhuma Venkata Sri Lakshmi Kalpana)

Date: _____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Bhuma Venkata Sri Lakshmi Kalpana)

Date: _____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Dear Lakshmi Tejaswini Bonthagarla,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Remote working conditions -Declaration
- Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven Days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven Days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

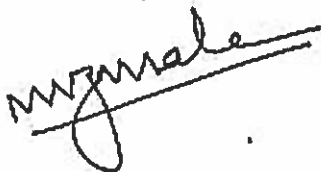
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Lakshmi Tejaswini Bonthagarla

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-
Maximum Annual Total earning potential(A+B)	4,15,500/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 460700/-

(E)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(F)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus:

You would receive a discretionary joining bonus of INR 25,000/- in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e. , not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated

by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percent age of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay

depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any

partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**.

ANNEXURE V - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/app rovals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Lakshmi Tejaswini Bonthagarla

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Burla Satwika
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Burla Satwika

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Burla Satwika**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) 3,10,000

In addition to the above,

- You will be eligible for Group Mediclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Burri Indira Dorathi
Chennai
India

OFFER LETTER

Dear Burri Indira Dorathi

Date 08-07-2022

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Burri Indira Dorathi**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

June 09, 2022

Ms CH.HYMAVATHI
Candidate Id: CN2022085

Dear CH.HYMAVATHI,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms CH.HYMAVATHI	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 –D Career Education Pvt Ltd.


Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Challa Priyanka
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Challa Priyanka

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME	:	Challa
		Priyanka
DESIGNATION	:	Trainee
GCM Level	:	1
Grade		T1
Expected DOJ	:	21-July-2022
Joining Location	:	Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B)	3,10,000
----------------------------	-----------------

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

June 09, 2022

Ms CHILAKA PRASANTHI
Candidate Id: CN20220887

Dear CHILAKA PRASANTHI,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than **5 days** from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms CHILAKA PRASANTHI	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



APPOINTMENT LETTER

Date: 08/04/2022

Dear Ms. Chimata Harika,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a **CTC of 4, 20, 000** per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

**8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com**



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organization.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2, 00, 000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below (Annexure-1). Salary payable on monthly basis.

I LENSYS TECHNOLOGIES PRIVATE LIMITED

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ANNEXURE - I

COMPENSATION DETAILS (All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000

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**OTHER BENEFITS**

SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five installments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.

I LENSYS TECHNOLOGIES PRIVATE LIMITED

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In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Chimata Harika)

Date: _____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Chimata Harika)

Date: _____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



October 27, 2022

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Chintam Deepika

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate System Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





October 27, 2022

IBM India Private Limited

Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.

Tel : 91-80-49139999

<http://www-07.ibm.com/in/careers/>

Dear Chintam Deepika

We are pleased to offer you the position of Associate System Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e November 7, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to 11th floor, B6 Building, Survey No 66/1 Raidurga Village Serilingampalli Mandal, Divyashree Orion Campus, SEZ Campus, Ranga Reddy, Hyderabad, Telangana – 500032. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to pronboar@in.ibm.com.

If you have questions about your First Day Documentation, send an email to eschoolhiring@in.ibm.com



On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving License
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.



If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.
- You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the



salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
 - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
 - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
 - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.



- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



- This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) – no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	October 27, 2022		
NAME	Chintam Deepika	BAND	06G
DESIGNATION	Associate System Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>IBM Offer (In INR)</u>	
1. Annual Basic Salary		190034	
2. Annual Flexible Benefit Plan (FBP)		228040	
3. Annual Reference Salary (ARS)		418074	
4. Retirals			
a) Provident Fund (PF)		22804	
b) Gratuity @ 4.8%		9122	
5. Annual Reference Salary + Retirals		450000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*



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Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the Insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.



Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM Intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits In accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees are entitled to up to 26 Weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and



prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Important Letter on Transfer / Relocation / Type of Work Assigned

Date - October 27, 2022

Dear Chintam Deepika,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.



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ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.



I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.



I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment,



any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on thlrđ party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of india. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

Chittineni Pavithra
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Chittineni Pavithra

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a „Non-solicitation" clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the „Non-Solicitation" clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the „Code of Ethics" on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification — Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : Chittineni Pavithra
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) 3,10,000

In addition to the above,

- You will be eligible for Group Mediclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



A Unit of Focus 4D Career Education Pvt. Ltd

June 09, 2022

Ms DEVARAKONDA SAI LAVANYA
Candidate Id: CN20220886

Dear DEVARAKONDA SAI LAVANYA,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms DEVARAKONDA SAI LAVANYA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Devireddy Sailaja
Chennai
India

OFFER LETTER

Dear Devireddy Sailaja

Date 08-07-2022

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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- a) during your working hours, or
- b) at company's expenses, or
- c) using any or Company's materials or facilities, or
- d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").

12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.

You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.

13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:

- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
- d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.

14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.

15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.

16) It will be your personal responsibility to obtain the following within 3 months of joining:

- (a) Valid Driving Licence for driving a light motor vehicle in India.
- (b) Obtain a valid Passport from R.P. Office, Government of India.

17) Please note that that this appointment is subject to clearance of the following:

- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : Devireddy Sallaja
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Mediciam, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Dodda Sravani
Chennai
India

OFFER LETTER

Dear Dodda Sravani

Date 08-07-2022

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Dodda Sravani**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLD046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 12B, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear DUDDUGUNTA MANJUSRI,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

HCL

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

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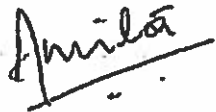
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV
(BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**
✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- VARIABLE PAY

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Wipro Offer Letter Inbox



Wipro offer le... 21/01/2022
to me ▾

Unsubscribe



January 21, 2022

Dear Reshma Kalyani Dundi,

Congratulations! We are pleased to offer you the position of Project Engineer at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.



APPOINTMENT LETTER

January 23, 2022

Dear Eamani Usha,

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

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Compliance to Company's Code of Conduct to Regulate, Monitor and 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: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Eamani Usha

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE - IV

HRD/1002806072/22-23

Ms. Emani Amulya
D.No:2-127 Near Post Office
Budawada,Prakasam Dist Inkollu,
Ongole-523167
India

Ph: +91-9347803778

Dear Emani,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

Your scheduled date of joining the employment of the Company will be **05-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

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

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

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Validity Unknown

Digitally signed by Richard Lobo
Date: 2022.09.24 09:44:07 IST
Reason: Digitally Signed
Location: Bangalore

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

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

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Emani Amulya			
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 successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Emani Amulya			
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				



A Unit of Focus 4D Career Education Pvt. Ltd

June 09, 2022

Ms GADDAM PURNIMA
Candidate Id: CN20220888

Dear GADDAM PURNIMA,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms GADDAM PURNIMA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

June 09, 2022

Ms GADE PRASANNA
Candidate Id: CN2022082

Dear GADE PRASANNA,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than **5 days** from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms GADE PRASANNA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



Ref: 0081559_14/1764597

Dated: February 21, 2022

To
Vandana Gollapalli

Sub: Offer of Employment

Dear Ms. Vandana Gollapalli,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An Company

CIN: L72200PN1963PLCO12921
Tel: +(20) 6607 4000, 2700 4000
+(20) 6605 7888

www.zensar.com

Zensar Technologies Limited Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagar Road, Pune 411014

04



Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

Sanjeeva Malthani
Vice President – Human Resources

Encl: Annexure – A (Salary Structure),
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

An  RPG Company

CIN: L72200PN1963PLCO12621
Tel: +(20) 6607 4000, 2700 4000
+(20) 6605 7888

www.zensar.com

Zensar Technologies Limited Zensar Knowledge
Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,
Pune 411014

02



Annexure – A

Name: Vandana Gollapalli
Designation: Jr. Software Engineer
Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367725	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident Insurance	6864	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/-; Please refer to policy
Total Cost to Company	406864	

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Annexure – B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund. All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1½ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out of the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

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- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

3. Other Benefits

- **Hospitalization**
You and your spouse will be eligible to avail of the medical insurance cover.
- **Leave**
You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

4. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

5. Notice Period

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

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- In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

6. Garden Leave : In a situation wherein continuation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 herein.

Garden Leave shall mean "an arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities."

7. Employee request for immediate release: In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

8. Notice Pay: (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion,

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

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(b) In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in line with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company's discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be.

The Company will not be liable for any additional severance obligations under any of the above scenarios

9. Your release from the Company's services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. Statement of Facts: 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 minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

11. Group Insurances

- From the month following your joining, Company will provide you coverage under the Group Mediclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Mediclaim Insurance policy.

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12. Confidentiality

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

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- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use / infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

13. Non Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
 - Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.

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14. Intellectual Property.

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, activities not authorized by the Company or acts, actions, activities undertaken by you against Company's policies, guidelines instructions.

Retirement:

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.

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- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
- You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or o You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
- There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

15. Indemnification

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.

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**16. Other Terms and conditions**

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. 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.
- 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 Zensar to verify your educational, previous employment, 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 objection. 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 terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

17. SMS Notification

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

18. Disciplinary Action:

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in act(s) that may have violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.

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- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.
- Upon completion of investigation, if the company concludes that you have not committed any such misconduct or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

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

Name in Full:

Signature:

Address:

Phone:

E-mail ID:

Date:

Place:

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.

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**Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

You must 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

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 terminate the employment at any time during your service

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

Private & Confidential

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APPOINTMENT LETTER

Date: 08/04/2022

Dear Ms. Gudise Jeevan Latha,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a CTC of 4, 20, 000 per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organization.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2, 00, 000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below (Annexure-1). Salary payable on monthly basis.

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ANNEXURE - I			
COMPENSATION DETAILS (All figures in INR. per Month & Annum)			
A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000

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**OTHER BENEFITS**

SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five installments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.

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In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Gudise Jeevan Latha)

Date: _____

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Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Gudise Jeevan Latha)

Date: _____

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June 09, 2022

Ms GUNDEBOINA KARUNA
Candidate Id: CN20220890

Dear GUNDEBOINA KARUNA,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms GUNDEBOINA KARUNA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



APPOINTMENT LETTER

Date: 08/04/2022

Dear Ms. Indeti Venkata Triveni,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a CTC of 4, 20, 000 per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organization.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2, 00, 000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below (Annexure-1). Salary payable onmonthly basis.

I LENSYS TECHNOLOGIES PRIVATE LIMITED

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ANNEXURE - I

COMPENSATION DETAILS
(All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000

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OTHER BENEFITS				
SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five installments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

****PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.**

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, 1972 including but not limited to the minimum service periods set forth therein.

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In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Indeti Venkata Triveni)

Date: _____



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Indeti Venkata Triveni)

Date: _____



OFFER LETTER

To,

Mallireddy Ishwarya
Lakshmi,

2nd June 2022,

Dear Mallireddy Ishwarya Lakshmi,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:

- 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
- 1.2. There is an agreed training period for 18 months from the date of joining.
- 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
- 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
- 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
- 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better assessment of performance in its sole discretion. Upon satisfactory completion of the probation

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period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty Nine Thousand) (the "Base Salary"), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's policies for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements
 - 2.5. Your salary will be reviewed once each year based on our performance management norms and

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the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining falling which the revision shall be considered in the following year

- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE.

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. "Confidential Information" means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or from any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

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- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:
- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
 - (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
 - (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;
- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.
- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The waiver applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.
- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.
- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

6. 1. Business Relationships and Goodwill. You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
6. 2. Consideration. You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
6. 3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
6. 4. Scope of Non-Competition Obligation. In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
6. 5. Enforcement. You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. RULES OF CONSTRUCITON. The following provisions shall give the interpretation and enforcement of this Letter of Appointment:

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- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. **Modification.** The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. **Execution.** The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.

Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:
Pooja Anthony
D7F38BF4D58D42F...
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

Mallireddy
Ishwarya
Lakshmi
Date:
Place:



Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs. 350,000	
A: **Performance incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		
Gratuity - Employer Contribution		
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00
** This component will be paid to the employee as per the company PI policy		

June 09, 2022

Ms JALLELA MOUNIKA
Candidate Id: CN2022079

Dear JALLELA MOUNIKA,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms JALLELA MOUNIKA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



APPOINTMENT LETTER

January 23, 2022

Dear Jampa Supriya,

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

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Compliance to Company's Code of Conduct to Regulate, Monitor and 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: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Jampa Supriya

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE - IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW**

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

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

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

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

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

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

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

Survivor Benefit Pension Program:**

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

Accept Decline

Signature Jampa Supriya 23/1/2022 11:49 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23157348

OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear JULAGANTI HARSHITHA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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HCL

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

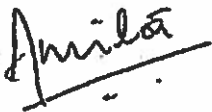
Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**

✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- VARIABLE PAY

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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www.hcl.com

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



Mindtree

A Larsen & Toubro Group Company

Date:10-Mar-2022

To

Kalli Manasa
INDIA

Dear Kalli Manasa,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade C1 subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

K. Manasa

K.Manasa (Mar 12, 2022 20:13 GMT+5.5)

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Candidate No: TN/80031074/22



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2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

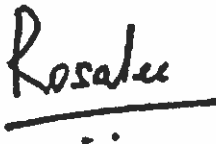
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



K.Manasa (Mar 12, 2022 20:13 GMT+5.5)



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Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Kalli Manasa**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	<u>K. Manasa</u> <small>K.Manasa (Mar 12, 2022 20:13 GMT+5.5)</small>
Your Name in Capital letters	KALLI MANASA

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : Kalli Manasa
Salary Grade : C1
Designation : ENGINEER
Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be INR 550 per month.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2022 - 2023 is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



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Annexure 2

Compensation stack effective from date of confirmation

Name : Kalli Manasa

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

K. Manasa

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Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.
2. The term, "the Company" refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.
5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. Salary details are personal to you and you are expected to keep them confidential. We expect you to keep the salary details confidential at all times.
6. **Orchard Learning Program**
 - 6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.
 - 6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.
 - 6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.
 - 6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

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Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

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If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of INR 26,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 400,008.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

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10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

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11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of three (3) months, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.
2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.
3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

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Candidate No: TN/80031074/22



11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.

12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

K. Manasa

K.Manasa (Mar 12, 2022 20:13 GMT+5.5)



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14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Hyderabad to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Hyderabad, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

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17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

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Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

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4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Mindtree Ltd., Global Village

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Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

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In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- o Product of ideas and hard work
- o Confidential data
- o Any business/functional plan
- o Personal information
- o Design
- o Processes and know-how
- o Any internal databases
- o Patents /application
- o Copyrighted material
- o Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- o Benefiting a third party,
- o Having reciprocal dealings for personal benefits,
- o Acquiring pirated, illegal unlicensed software,
- o Receiving or giving extensive gifts/presents,
- o Following any practices that lead to monopolies or restrict trade,
- o Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

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12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : K. Manasa

Name : Kalli. Manasa

Date : Mar 12, 2022

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Mindtree Offer Letter

Final Audit Report

2022-03-12

Created:	2022-03-11
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAdtup8DvXS69B_LSaaZz8R0tQy4MYwNgE

"Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-03-11 - 2:44:17 AM GMT - IP address: 20.44.36.221
-  Waiting for Signature by K.Manasa (kallimanasa84@gmail.com)
2022-03-11 - 2:44:21 AM GMT
-  Document e-signed by K.Manasa (kallimanasa84@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2022-03-12 - 2:43:08 PM GMT - Time Source: server- IP address: 157.47.23.11
-  Agreement completed.
2022-03-12 - 2:43.08 PM GMT



APPOINTMENT LETTER

Date: 08/04/2022

Dear Ms. Kethu Neelima,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a CTC of 4, 20, 000 per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

I L E N S Y S T E C H N O L O G I E S P R I V A T E L I M I T E D

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organization.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2, 00, 000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below (Annexure-1). Salary payable on monthly basis.

I L E N S Y S T E C H N O L O G I E S P R I V A T E L I M I T E D

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ANNEXURE - I

COMPENSATION DETAILS
(All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000



OTHER BENEFITS				
SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five installments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.



In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Kethu Neelima)

Date: _____



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Kethu Neelima)

Date: _____

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLCO46369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

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Registered Office: 806 Sakdharth, 96, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear KOLLURI VISHNUPRIYA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

HCL

HCL TECHNOLOGIES LTD.

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India.

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**

✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

• **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

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OFFER LETTER

To,

Pravallika Koppuravuri,

2nd June 2022,

Dear Pravallika Koppuravuri,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:

- 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
- 1.2. There is an agreed training period for 18 months from the date of joining.
- 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
- 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
- 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
- 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better assessment of performance in its sole discretion. Upon satisfactory completion of the probation

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period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty Nine Thousand) (the "Base Salary"), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's policies for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements
 - 2.5. Your salary will be reviewed once each year based on our performance management norms and

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the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining falling which the revision shall be considered in the following year

- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. "Confidential Information" means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or from any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

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- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:
- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
 - (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
 - (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;
- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.
- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The waiver applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.
- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.
- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

6. 1. Business Relationships and Goodwill. You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
6. 2. Consideration. You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
6. 3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
6. 4. Scope of Non-Competition Obligation. In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
6. 5. Enforcement. You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. RULES OF CONSTRUCTION. The following provisions shall give the interpretation and enforcement of this Letter of Appointment:

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- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. **Modification.** The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. **Execution.** The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.

Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:
Pooja Anthony
07F34BE4D58D42F...
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

Pravallika
Koppuravuri
Date:
Place:



Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs. 350,000	
A: **Performance Incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		
Gratuity - Employer Contribution		
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00
** This component will be paid to the employee as per the company PI policy		



OFFER LETTER

To,

Mandava Homa Gayatri,
C/O Mandava Surendranath,
4-52, Throvagunta, Ongole, Throvagunta,
Prakasam, Andhra Pradesh - 523262,
Email: mandava.homagayatri@gmail.com
Phone: + 91 9100648697

2nd June 2022,

Dear Mandava Homa Gayatri,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. **APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:**
 - 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
 - 1.2. There is an agreed training period for 18 months from the date of joining.
 - 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
 - 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
 - 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
 - 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better
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assessment of performance in its sole discretion. Upon satisfactory completion of the probation period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty-Nine Thousand) (the "Base Salary"), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's policies for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements

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- 2.5. Your salary will be reviewed once each year based on our performance management norms and the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining failing which the revision shall be considered in the following year
- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE.

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. "Confidential Information" means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or from any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:
- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
 - (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
 - (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;
- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.
- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The wavier applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.
- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.
- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of

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competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

6. 1. Business Relationships and Goodwill. You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
6. 2. Consideration. You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
6. 3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
6. 4. Scope of Non-Competition Obligation. In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
6. 5. Enforcement. You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. RULES OF CONSTRUCITON. The following provisions shall give the interpretation and enforcement of this Letter

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of Appointment:

- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. **Modification.** The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. **Execution.** The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.


Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:

D7F34BF4D5BD42F...
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

DocuSigned by:

D0873886CAA843C...
Mandava Homa Gayatri
Date:
Place:



Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs. 350,000	
A: **Performance Incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		
Gratuity - Employer Contribution		
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00

** This component will be paid to the employee as per the company PI policy



APPOINTMENT LETTER

February 5, 2022

Dear Maddineni Supraja,

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

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For Wipro Limited,



Aparna Shallen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Maddineni Supraja, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Maddineni Supraja

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE - IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE - V

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

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

ANNEXURE - VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program:**

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

Accept Decline

Signature Maddineni Supraja 5/2/2022 7:28 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011
Doddakannelli F :+91 (80) 2844 0054
Sarjapur Road E :info@wipro.com
Bengaluru 560 035 W :wipro.com
India C :L32102KA1945PLC020800

23160612

June 09, 2022

Ms MANDAVA KIRAN MAI
Candidate Id: CN20220889

Dear MANDAVA KIRAN MAI,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms MANDAVA KIRAN MAI	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



APPOINTMENT LETTER

Date: 08/04/2022

Dear Ms. Mannem Mrudula,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a CTC of 4, 20, 000 per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organization.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2, 00, 000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below (Annexure-1). Salary payable on monthly basis.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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ANNEXURE - I

COMPENSATION DETAILS
(All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000



OTHER BENEFITS				
SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five installments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.

I LENSYS TECHNOLOGIES PRIVATE LIMITED

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In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Mannem Mrudula)

Date: _____



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Mannem Mrudula)

Date: _____



OFFER LETTER

To,

Mathi Jagadeeswari,
C/O Mathi Renukaiah,
4-61, Modumudi, Krishna, Andhra Pradesh -521121,
Email: mathijagadeeswari28497@gmail.com
Phone: + 91 6304173924

2nd June 2022,

Dear Mathi Jagadeeswari,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:

- 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
- 1.2. There is an agreed training period for 18 months from the date of joining.
- 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
- 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
- 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
- 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better assessment of performance in its sole discretion. Upon satisfactory completion of the probation

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period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty Nine Thousand) (the "Base Salary), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's polices for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements
 - 2.5. Your salary will be reviewed once each year based on our performance management norms and

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the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining failing which the revision shall be considered in the following year

- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE.

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. **"Confidential Information"** means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or from any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

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- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:
- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
 - (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
 - (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;
- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.
- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The waiver applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.
- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.
- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

- 6.1. **Business Relationships and Goodwill.** You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
- 6.2. **Consideration.** You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
- 6.3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
- 6.4. **Scope of Non-Competition Obligation.** In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
- 6.5. **Enforcement.** You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. RULES OF CONSTRUCTION. The following provisions shall give the interpretation and enforcement of this Letter of Appointment:

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- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. **Modification.** The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. **Execution.** The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.


By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.

Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:
Pooja Anthony
D7F34BF4D5BD42F...
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

DocuSigned by:

C33A7D2B4ASC46E...
Mathi Jagadeeswari
Date:
Place:

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Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs. 350,000	
A: **Performance Incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		
Gratuity - Employer Contribution		-
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00
** This component will be paid to the employee as per the company PI policy		

Muvvala Lakshmi Naga Thanmai
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Muvvala Thanmai

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
 If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Muvvala Lakshmi
Naga Thanmai**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



July 4, 2022

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Navuluri Sivani

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate System Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





July 4, 2022

IBM India Private Limited

Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.

Tel : 91-80-49139999

<http://www-07.ibm.com/in/careers/>

Dear Navuluri Sivani

We are pleased to offer you the position of Associate System Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e July 11, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to 11th floor, B6 Building, Survey No 66/1 Raidurga Village Serilingampalli Mandal, Divyashree Orion Campus, SEZ Campus, Ranga Reddy, Hyderabad, Telangana – 500032. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to pronboar@in.ibm.com.

If you have questions about your First Day Documentation, send an email to eschoolhring@in.ibm.com



On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card- If you do not have a Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving License
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.



If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

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

Accommodation, Food & other Miscellaneous Expenses

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

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

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

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

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

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

Survivor Benefit Pension Program:**

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

Accept Decline

Signature Eamani Usha 23/1/2022 11:49 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23157346

HRD/3T/1002806072/22-23

Ms. Emani Amulya
D.No:2-127 Near Post Office
Budawada,Prakasam Dist Inkollu,
Ongole-523167
India

Ph: +91-9347803778

Dear Emani,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Validity Unknown
Digitally signed by Richard Lobo
Date: 2022.06.28 09:44:07 IST
Reason: Digitally Signed
Location: Bangalore

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
 - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
 - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
 - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Mediciam Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.



- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com. To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



- This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) – no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	July 4, 2022		
NAME	Navuluri Sivani	BAND	06G
DESIGNATION	Associate System Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		190034	
2. Annual Flexible Benefit Plan (FBP)		228040	
3. Annual Reference Salary (ARS)		418074	
4. Retirals			
a) Provident Fund (PF)		22804	
b) Gratuity @ 4.8%		9122	
5. Annual Reference Salary + Retirals		450000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*



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Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.



Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM Intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

- 1) Maternity Leave for:
 - a) Delivery: Women employees are entitled to up to 26 Weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
 - b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
 - c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
 - d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.
- 2) Leave for Adoption/Surrogacy: Women employees are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.
- 3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and



prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 4, 2022

Dear Navuluri Sivani ,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.



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ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.



I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.



I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment,



any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

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Corporate Identity Number: L741400L1991PL0046369

Technology Hub, Special Economic Zone

Plot No: 3A, Sector 128, NOIDA 201 304, UP, India.

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear NELATURI LAKSHMI DEVI,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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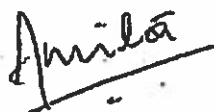
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Ecnot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**
✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

• **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



EMPLOYMENT AGREEMENT

This EMPLOYMENT Agreement (this "Agreement") is made and executed on this 13th April 2022 at Hyderabad (hereinafter referred to as the "Effective Date").

By And Between

Edupolis Education Technology Private Limited, a company incorporated under the Companies Act, 2013 having CIN U72900TG2021PTC149055 and its registered office at Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD TG 500090 IN, represented by one of its director Mr. Rahul Varma ("Company" or "Employer" which expression shall, where the context so admits, include its heirs, successors, executors and permitted assigns);

And

Oguri Nandini, S/D/O Oguri Srinivasasrao aged about 21 years and presently residing at 1-131-1, bodduluri varipalem, ongole. hereinafter referred to as the "Employee", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors, administrators, permitted assigns and legal representatives).

WHEREAS:

- A. In connection with the offer letter given by the Company date 04th July 2022, the Company desires to employ the Employee and the Employee accepts the employment of the Company.
- B. In order to more clearly define the relationship between the Company and Employee, the Company and Employee desire to execute this Agreement; and
- C. The Company's engagement and continual employment of the Employee is conditioned upon the Employee's express acceptance of and adherence to the terms set forth in this Agreement.

The Company and the Employee shall hereinafter be collectively referred to as "Parties" and individually as "Party".

Words of any gender are deemed to include those of the other gender such as "he" include "she".

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED AND OF THE MUTUAL BENEFITS HEREIN PROVIDED, THE COMPANY AND THE EMPLOYEE AGREE AS FOLLOWS:

1. Definitions:

1.1 "Affiliate" shall mean a Person that directly or indirectly through one or more intermediaries' controls, or is controlled by, or is under common control with, a specified Person, provided that, in respect of an Employee, Affiliates shall include his relative (as is such term defined in the Companies Act, 2013). For purposes of this definition, "control" means the possession, directly or indirectly, of the power to elect more than 50% of the governing board of such Person or to direct to cause the direction of the management and policies of the Person, whether through ownership of voting securities, partnership or limited liability interests, non-profit membership, contract or otherwise.

1.2 "Business" shall mean and include (i) e-learning platform for students (iii) and such other business as the Company may start in the ordinary course of business;

1.3 "Business Days" shall mean days other than, Sunday and public holidays in Hyderabad;

1.4 "Control" shall mean, with respect to any Person: (i) the ownership of more than 50% (fifty percent) of the equity shares or other voting securities of such Person, (ii) the possession of the power to direct the management and policies of such Person, or (iii) the power to appoint a majority of the directors, managers, partners or other individuals exercising similar authority with respect to such Person by virtue of ownership of voting securities or management or contract or in any other manner, whether directly or indirectly, including through one or more other Persons; and the term "Common Control" and "Controlled by" shall be construed accordingly;

1.5 "Non-Compete Period" shall mean the period commencing on from the Effective Date and expiring after 12 (twelve) months from the termination of employment of the Employee in terms of this Agreement;

1.6 "Non-Competing Business" shall mean and include any business which does not compete, either directly or indirectly, with the Business or any other business as conducted / engaged by the Company, its Subsidiaries and Affiliates, from time to time.

1.7 "Person" shall mean an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organization, a joint stock company or other entity or organization, including a government or political subdivision, or an agency or instrumentality thereof and/or any other legal entity;

1.8 "Subsidiary" shall have the meaning given to it under the Companies Act, 2013;

1.9 "The standard working hours" for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. Duties and Functions.

2.1 Upon the commencement of this Agreement, the Employee shall occupy the position and perform the duties of Operations Executive of the Company. The Employee shall fulfill such general duties and responsibilities as are consistent with such position and as are assigned to him from time to time by the Company. Further, the Employee shall perform his duties and functions in such a manner as to achieve the goals set by the Company.

2.2 The Employee agrees that he shall be posted at Telangana, Hyderabad. However, during employment with the Company, the Employee may be posted/ transferred at any place in India to any of

the offices of the Company or Affiliates either existing or to be set up, without any additional remuneration at the sole discretion of the management of the Company.

2.3 The Employee shall devote all his business time, attention and energies to the Business.

2.4 The Employee agrees that he will, at all times, while performing services for the Company, devote his reasonable best efforts, skill and ability and shall perform his responsibilities in a competent and professional manner.

2.5 The Employee further agrees that during the term of this Agreement, he shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not, for pecuniary gain.

2.6 The Employee agrees and undertakes that during the term of this Agreement, he shall not hold any position (whether directly or indirectly, for profit or not) in any company, organization, entities, partnership and/or joint venture without the prior written consent of the Company.

2.7 The Employee agrees to abide by the rules, regulations, human resource manual, stock option scheme, personnel policies and other policies of the Company and any change thereof which may be adopted by the Company from time to time {"HR Manual"}.

3. Compensation and Benefits.

3.1 The Employee shall be entitled to the following compensations and benefits as given below:

3.1.1 **Remuneration:** The Employee shall be entitled to the remuneration as set out in detail in SCHEDULE 1 annexed hereto.

3.2 **Reimbursement of Expenses.** Upon presentation of supporting documentation as may be reasonably satisfactory to the Company, the Company may as per the its policies, reimburse all business-related expenses incurred by the Employee in the performance of his duties hereunder, including, without limitation, those incurred in connection with business-related travel, boarding and lodging, telecommunications and entertainment in accordance with Company's policy in this regard.

3.3 **Withholding & Taxation.** The Remuneration (cost-to-company) paid to the Employee hereunder shall be subject to applicable taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law. Any tax liability arising in respect of payments made pursuant to the Agreement or income earned by the Employee while the Agreement is in effect shall be borne solely by the Employee. The Company shall only be responsible for withholding taxes from the payments made to the Employee pursuant to the Agreement and payment thereof to the credit of the government in accordance with the Income Tax Act, 1961.

3.4 **Leaves and benefits:** Subject to the applicable laws, the Employee shall be eligible for certain leaves such as casual leaves, sick leaves etc. The terms and conditions for such leaves is governed by the HR Manual of the Company and the Company reserves the right to modify the terms of such HR Manual without any consent of the Employee.

3.5 **Relocation Reimbursement Benefits:** Company shall reimburse as per norms for the expenses he/she and his/her family incur in relocating to the metropolitan area as required by the job in accordance with Company's Relocation Plan and/or as otherwise agreed by Company. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Relocation Reimbursement done by the company.

3.6 **Joining Bonus Benefits:** If employee shall be entitled to receive a joining bonus, the Joining Bonus will be paid no later than 30 days following the Joining Date. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Joining Bonus.

4. Term of the Agreement.

4.1. The Parties acknowledge that Employee's employment with the Company commenced on Effective Date and agree that it will continue unless terminated by either Party in accordance with the provisions of this

Agreement ("Term"); Provided, however, that the employee agrees to serve the company for a minimum period of 6 months from the effective date.

5. Termination of the Agreement.

5.1. Termination by Company for Cause;

5.1.1. The term "Cause" shall include;

- a) Unauthorized leaves taken from the Company;
- b) a material act of dishonesty, or fraud or other willful misconduct by the Employee that is detrimental to the pecuniary interests, reputation or goodwill of the Company, its Subsidiaries and Affiliates;
- c) the Employee's consistent failure to reasonably render the services and perform his duties or breach of any material obligation as provided in this Agreement, which is not cured within 30 (thirty) days following the Employee's receipt of written notice (include written letter or electronic mail) thereof in that behalf from the Company;
- d) unethical business conduct in violation of the policies of the Company or any anti-corruption laws as applicable in India;
- e) breach of any material statutory duty relevant to his role that, if capable of being cured and provided that such breach does not have a material adverse effect on the Company, has not been cured within 30 (thirty) days of the date of notice of such breach;
- f) unauthorized material disclosure of any Confidential Information of the Company, its Subsidiaries and Affiliates; and
- g) Conviction for any criminal offence.

5.1.2. The Company shall be entitled to terminate the services of the Employee for Cause immediately, without serving any notice period to Employee. Further the Company shall not give any severance package or monetary compensation to the Employee upon termination of Employment under Clause 5.1.

5.2. **Termination for Employee's Disability.** After the completion of training Period, if in the sole opinion of the Company, the Employee is unable to carry out the responsibilities and functions of the position held by Employee by reason of any physical or mental impairment for more than 30 (thirty) consecutive days or more than 90 (ninety) days in any twelve-month period, then, the Company may terminate Employee's services, subject to applicable law.

5.3. **Resignation by Employee.** Subject to applicable law and after the completion of Minimum Term, the Employee may, at his option, terminate this Agreement by serving the Company with prior 45 (Forty-Five) days written notice ("Notice Period") of his resignation from the Company. Parties understand the following:-

- 5.3.1. the Employee may request the Company to reduce the term of Notice Period and the Company may accept such request. Upon the occurrence of this event, mentioned in clause 5.3.1., the Company at no cost accept such request of the Employee;
- 5.3.2. the Company at its own discretion may also waive off term of Notice Period and compensate the Employee with such amount as it may deem fit.

5.4. **Termination due to Abscond of Employee:** Subject to the applicable law, if the Employee is absent from the office for a period of 3 days such employee shall be referred as Absconded Employee. The Company at its sole discretion terminates the employment of the Absconded Employee by serving notice to such Employee.

5.5. Termination before the completion of training Period: Subject to applicable law and before the completion of training Period, the Company owing to the non-performance Employee, at its option, terminate this Agreement by serving the Employee with 1 (one) day prior written notice of his termination from the Company.

6. Effective Date of Termination. Notwithstanding anything in this Agreement, the termination of the Employee's services pursuant to this Agreement shall be effective:

- 6.1. 30 (thirty) days after the Company delivers to the Employee written notice of his termination by reason of the Employee's having become disabled as per Clause 5.2 above;
- 6.2. immediately upon the delivery of written notice to the Employee by the Company of his termination with Cause as per Clause 5.1;
- 6.3. the last working day of the Employee, where Employee delivers to the Company written notice of his resignation in accordance only with Clause 5.3 above. The Employee agrees that during such notice period Employee shall continue to perform his regular duties and will assist the Company. Further the Employee shall be relieved from his duties only after he hands over the Company's property and comply with the terms of full and final settlement policy.
- 6.4. the date mentioned in the termination notice issued by the Company, with respect to event occurred as per Clause 5.4 and 5.5 above.

7. Effect of Termination

- 7.1. **Effect of termination before the expiry of training Period:** If the employment of the Employees is terminated by the Company before the expiry of the training Period, the Employee shall receive only unpaid salary with respect to the number of days worked by the Employee. For the purpose of clarification, the Company shall not give severance package/salary to the Employee.
- 7.2. **Effect of termination before the expiry of Minimum Term:** If the Employee violates the Clause 4.1 of this Agreement i.e., Employee terminates this Agreement before the completion of Minimum Term, Employees agrees for the following:-

7.2.1 Shall pay a cost of training of INR 60,000/- immediately; and

7.2.2 the Employee shall finish all the exit formalities as per the human resources policies/manual of the Company. The Company shall upon receipt of payment of Liquidated Damages, shall relieve the Employee from the duties, within 30 days from the date of payment of Liquidated Damages.

It is hereby clarified that, in the event, if the Employee fails to comply with the conditions mentioned in clause 7.2.1., and 7.2.1., he shall be known as bad leaver ("Bad Leaver") the Company shall have a right to receive from the Employee such Liquidated Damages and unliquidated damages, as it may deem fit. Notwithstanding anything contained in this Agreement, upon an Employee becoming a Bad Leaver (including where the Employee's services are terminated for Cause), the Company shall be entitled to all remedies that may be available to it under applicable law.

- 7.3. **Effect of termination due to Absconding:** If the Employee is absconded, as stipulated under Clause 5.5 of this Agreement, the Company shall have a right to receive from the Employee such damages, as it may deem fit. Notwithstanding anything contained in this Agreement, the Company shall be entitled to all remedies that may be available to it under applicable law

8. Non-Disclosure of Confidential or Proprietary Information.

- 8.1. The Employee acknowledges that during the course of rendering services and performing his other duties under this Agreement, he will have and / or has had access to information about the Company and / or its Affiliates or otherwise in its possession and that his services with the Company shall bring

him into close contact with many confidential affairs of the Company and / or its Affiliates, including without limitation, information regarding the following:

- 8.1.1. management methods and operating techniques;
- 8.1.2. sales, advertising and marketing methods;
- 8.1.3. business and training techniques, manuals and procedures;
- 8.1.4. information regarding customers and products;
- 8.1.5. information regarding employees and personnel;
- 8.1.6. hardware systems and software programs;
- 8.1.7. trade secrets, business strategies, copyrights, designs, test methods, software and such other intellectual properties; and
- 8.1.8. information relating to the prior, current or contemplated products or services offered and information that the Employee has a reasonable basis to believe was accepted by the Company and / or Affiliates from any third party under obligations of confidentiality (collectively, the "Confidential Information").

8.2. In recognition of the foregoing, during and after the termination of this Agreement (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public other than through the Employee's unauthorized disclosure, the Employee shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of rendering his services, or in furtherance of the business of the Company and Affiliates and as authorized in writing by the Company) any Confidential Information.

8.3. All documents, records, data, apparatus, equipment and physical property pertaining to the Company and / or its Affiliates, whether or not pertaining to Confidential Information, which are furnished to the Employee by the Company and/or its Affiliates or are produced by the Employee in connection with the rendering of services by the Employee hereunder will be and remain the sole property of the Company or the respective Affiliates (as the case may be).

8.4. The Employee will return to the Company or to the relevant Affiliate, all such materials and property, including any material or medium from which any Confidential Information may be ascertained or derived, as and when requested by the Company or the relevant Affiliate. In any event, the Employee will return all such materials and property immediately upon the termination of the Employee's services for any reason, as provided in this Agreement. The Employee will not retain any such material or property or any copies, compilations or analyses thereof after such termination.

9. Intellectual Property Rights.

9.1. All rights, title and interest in any intellectual property arising out of or in connection with the rendering of services by the Employee hereunder, including without limitation any copyrights, rights to derivative works, trade secrets, software, technologies, patents and any other intellectual property rights, created or conceived (including, but not limited to, any tools, designs or methodologies) during the employment of the Company under this Agreement whether or not in the Company's premises or using the Company's property or other proprietary rights therein, shall be considered as work for hire and shall be the absolute property of the Company ("Work for hire"). The Employee hereby, without further consideration, perpetually and irrevocably transfers, assigns and conveys all right, title and interest to such property (including, but not limited to, any moral rights) worldwide that the Employee may have or be entitled to under any law or equity whatsoever to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and / or non-enforcement of such right. At the Company's request, the Employee shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or it's designates') ownership in intellectual property rights hereunder.

9.2. This Clause 9 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the Company of any rights of ownership to which the Company may be entitled to by operation of law by virtue of the Company or any of its affiliates being provided the services by the Employee in the manner contemplated by this Agreement.

10. Non-Competition Restrictions and Non-Solicitation Restrictions.

10.1. The Employee undertakes that without prejudice to any other duty implied by law, he shall not, either directly or through his Affiliates, during the Non-Compete Period, either personally or through an agent, company or through a partnership or as a shareholder of a private company or a public unlisted company, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or in any other manner whatsoever, whether for profit or otherwise:

- 10.1.1. be concerned or interested in any business in any manner whatsoever that directly or indirectly competes with the Business or any business in which the Company engages or plans to engage in at the time of termination of the employment of the Employee ("Competing Business");
- 10.1.2. be concerned in any business in any manner whatsoever that directly or indirectly competes with the business in which such Employee is materially involved as an employee of the Company after the Effective Date;
- 10.1.3. except on behalf of the Company, canvas or solicit business or customers for services similar to those being provided by the Company from any Person who is a customer of the Company;
- 10.1.4. induce or attempt to induce any customer/client of the Company to cease to be a customer/client, or to restrict or vary the terms of the contract to, the Company or otherwise interfere with the relationship between such a customer/client and the Company (save and except actions taken during the course of his employment with the Company in exercise of his power and authority as an employee of the Company and in, what he reasonably believes to be, in the interest of the Company);
- 10.1.5. he shall not, directly or indirectly, including by assisting others, solicit, recruit, induce or attempt to persuade (a) any Person then engaged by the Company as an employee, officer or director or so engaged within the preceding 12 month(s) period ("Existing Employee") to leave the employment of the Company; or (b) encourage any consultant, vendor or customer to reduce the quantum of business they do with the Company. It is clarified that the Employee shall be deemed to have breached and failed to comply with the provisions of this Clause 10.1.4 if the Employee directly or indirectly as an officer or director of another organization or otherwise, employ, engage or retain, an Existing Employee, if such employment or engagement arose on account of any act of the Employee.

10.2. The Parties recognize that the foregoing covenants in this Clause 10 and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business of the Company.

10.3. The Employee acknowledges and agrees that the compensation paid to him under this Agreement (as set out in Clause 3 above) along with the mutual agreements, covenants, representations and warranties set forth in the this Agreement is adequate consideration for the non-compete covenants contained in this Agreement and that the restrictions contained in this clause are considered reasonable for the legitimate protection of the Business and goodwill of the Company. However, in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted

or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid and effective.

10.4. The Employee acknowledges and agrees that the covenants and obligations with respect to non-competition and non-solicitation as set forth above shall not be construed to be a restraint of trade against the Employee and relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury. Each of such covenants contained in this Clause shall be construed as a separate covenant and if, in any judicial proceeding, a court shall refuse to enforce any of the separate covenants of this clause, then such covenant shall be deemed included herein only to the extent enforceable as permitted under the applicable Laws for the purpose of such proceeding or any other judicial proceeding to the extent necessary to permit the remaining covenants to be enforced.

11. Warranties:

11.1. Employee confirms and warrants that;

- a) he has carefully read and fully understands all the provisions of this Agreement.
- b) he has not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime (other than minor traffic offences), and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or threatened against him.
- c) he has not been the subject of any adverse court judgment which threatens his solvency or substantially compromises his financial security.
- d) by entering into this Agreement or performing any of the obligations under it, he will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on him. The Employee further undertakes to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if he is in breach of any such obligations.
- e) in the performance of his obligations, the Employee will not utilize or make available to the Company or any of its Subsidiaries/Affiliates any Confidential Information of any third party or violate any obligation with respect to such information.
- f) he has never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.

11.2. This employment is on the basis that the information submitted by the Employee is complete and correct. The Employee agrees and acknowledges that if it is found that the information submitted is false or incomplete or that the Employee has concealed / suppressed certain material information which detrimentally impacts the Company, the Company may terminate employment without providing any notice or pay in lieu thereof in addition to other remedies available to the Company against the Employee under this Agreement and law.

12. **Void or Unenforceable Restrictions.** if any restriction or undertaking is found by any court or other competent authority to be void or unenforceable, the Parties shall negotiate in good faith to

replace such void or unenforceable restriction or undertaking with a valid provision which, as far as possible, has the same legal and commercial effect as that which it replaces.

13. **Breach.** If any breach or violation of the provisions, covenants warranties, the Employee agrees that damages alone are likely not to be sufficient compensation and that injunctive relief is reasonable and is likely to be essential to safeguard the interests of Company and that injunctive relief (in addition to any other remedies afforded by a court of equity) may (subject to the discretion of the courts) be obtained. No waiver of any breach or violation shall be implied from forbearance or failure by the Company to take action.

14. **Indemnities.** The Employee, at all times during the course of his employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) agrees to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company actually suffers or incurs as a direct result of acts or omissions of the Employee during the course of employment.

15. **Deductions.** The Employee agrees and acknowledges that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from the Employee's salary, or final settlement, any outstanding loans, advances or overpayments.

16. **Entire Agreement; Termination of Prior Agreements.** This Agreement and the agreements and documents referred to herein contain the entire understanding of the Employee and the Company with respect to the services to be rendered by the Employee to the Company and supersede any and all prior understandings, written or oral, between the Employee and the Company and between the Employee and any Affiliate or predecessor of the Company. Any such prior understandings or agreements are hereby terminated and are of no further force and effect. This Agreement may not be amended, waived, discharged or terminated orally, but only by an instrument in writing, specifically identified as an amendment to this Agreement, and signed by the Employee and a duly authorized officer of the Company. By entering into this Agreement, the Employee certifies and acknowledges that he has carefully read all of the provisions of this Agreement and the rules and regulations of the Company and that he voluntarily and knowingly enters into this Agreement.

17. **Severability.** If any provision of this Agreement or the application thereof to any Person or circumstance shall be invalid or unenforceable to any extent for any reason including by reason of any law or regulation or government policy or any amendment thereof, the remainder of this Agreement and the application of such provision to Persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

18. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Republic of India without regard to applicable conflicts of laws principles. The courts in Hyderabad shall have the exclusive jurisdiction in relation to all matters arising out of this Agreement.

19. **Notices.**

Any notice or other communication hereunder must be given in writing and either (a) delivered in person; (b) transmitted by facsimile, provided that any notice so given is also mailed as provided in clause (c); or (c) mailed, postage prepaid, as follows:

Company	<p>Sai Rahul Varma G CEO & Director Edupolis Education Technology Private Limited, Address: Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD, TG 500090 IN Email: rahul@unschool.in</p>
Employee	<p>Name: Oguri Nandini Address: - 1-131-1,bodduluri varipalem, ongole Email: nandinichowdary133@gmail.com Mobile: 8639890567</p>

or to such other address or to such other Person as any Party shall have last designated by such notice to the other Parties. Each such notice or other communication shall be effective (i) if given by mail, three days after such communication is deposited in the mail with first class postage prepaid, addressed as aforesaid, (ii) if given by facsimile, when transmitted to the applicable number so specified in (or pursuant to) this Clause 19 provided that appropriate confirmation of receipt is generated by the facsimile and a duplicate copy is mailed, postage prepaid, or (iii) sent by electronic mail or if given by any other means, when actually delivered at such address.

20. Miscellaneous.

20.1 No delay or omission by the Company or the Employee in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by the Company or the Employee on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

20.2 This Agreement may be modified or amended only by an instrument in writing executed by the Parties hereto and approved in writing by a duly authorized officer of the Company. The Parties hereto agree that in no event shall an oral modification of this Agreement be enforceable or valid.

20.3 The captions of the Clauses of this Agreement are for convenience of reference only and in no way define, limit or affect the scope or substance of any section of this Agreement.

20.4 The Employee has been provided with an opportunity to consult with the Employee's own counsel with respect to this Agreement.

20.5 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from the Employee against any amount payable at any time by the Company to the Employee pursuant to this Agreement.

20.6 The requirements and covenants of Clauses 8 (*Non-Disclosure of Confidential or Proprietary Information*), 9 (*Intellectual Property Rights*), 10 (*Non-Competition Restrictions and Non-Solicitation Restrictions*), 14 (*Indemnities*), 17 (*Severability*), 18 (*Governing Law*), 18 (*Dispute Resolution*), and 20 (*Miscellaneous*) and such other clauses which by their nature survive termination, shall survive and continue in full force and effect after the termination of this Agreement.

21. Internship Period.

21.1 The internship period will be for the 1st 3 months.


21.2 Salary for the Internship period i.e. for 1st 3 months will be INR 9500.

21.3 Salary for the training period i.e. 1st month will be held as training cost and released along with the 2nd month salary to the Employee.

22. Full time Employment.

22.1 The full time employment will start from the 4th Month.

IN WITNESS WHEREOF, EACH OF THE PARTIES HERETO HAS CAUSED THIS AGREEMENT TO BE DULY EXECUTED AND DELIVERED UNDER SEAL, BY ITS AUTHORIZED OFFICERS OR INDIVIDUALLY, AS OF THE DATE FIRST ABOVE WRITTEN.

EMPLOYEE:	COMPANY:
Name: Oguri Nandini <hr/>	 Name: Rahul Varma Title: CEO, Edupolis Education Technology Pvt. Ltd.(Unschool)

SCHEDULE 1

Remuneration breakup

- During the 1st 3 months, the employee is paid a base stipend of 9500 INR and up to 30,000 INR based on performance.
- Refer below for the split-up of the salary structure for the full-time role (after the internship period) at Edupolis Education Technology Pvt Ltd. (Unschool).

Annexure

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	263	3,156
Gross Salary	10,663	1,27,956
Provident Fund	992	11,904
ESIC	347	4,164
Gross Salary FIX	12,002	1,44,024
Variable	-	-
Mediclaime	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	12,002	1,44,024
ESI Employee	80	961
PF Employee	992	
Professional Tax	-	
Take Home	9,591	

(* Subject to TDS deduction)

-Your CTC is Rs 1,44,024/-per annum as the fixed portion and +30,000 INR per month performance-based incentives for the operating year 2021-22 payable monthly.

Other benefits

1. Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

- Refer below for the split-up of the salary structure after completion of 6 months as an New Designation at Edupolis Education Technology Pvt Ltd. (Unschool).

Name	DOJ	Designation
Oguri Nandini	04th July 2022	Operations Executive

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	12,500	1,50,000
House Rent Allowance	5,000	60,000
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	3,700	44,400
Gross Salary	23,200	2,78,400
Provident Fund	1,800	21,600
ESIC	-	-
Gross Salary FIX	25,000	3,00,000
Variable	-	-
Medicclaim	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	25,000	3,00,000
ESI Employee	-	-
PF Employee	1,800	
Professional Tax	200	
Take Home	21,200	

(* Subject to TDS deduction)

-Your CTC is Rs 3,00,000/-per annum as the fixed portion and 2LPA performance-based incentives for the operating year 2022-23 payable monthly.

Other benefits

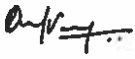
1. Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,

for Edupolis Education Technology Pvt Ltd (Unschool)



Rahul Varma
Co-Founder and CEO
Edupolis Education Technology Pvt Ltd. (Unschool)

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PL0046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear PALLERLA KEERTHI REDDY,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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HCL

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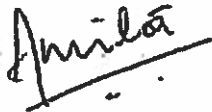
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required) <ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. <p>Things to Remember</p> <ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. <p>Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.</p>	

List of Documents required for joining / Induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Sholinganallur Village, Sholinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**

✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- VARIABLE PAY

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Panguluri Bhargavi
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Panguluri Bhargavi

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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- a) during your working hours, or
- b) at company's expenses, or
- c) using any or Company's materials or facilities, or
- d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").

12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.

You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.

13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:

- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
- d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.

14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.

15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.

16) It will be your personal responsibility to obtain the following within 3 months of joining:

- (a) Valid Driving Licence for driving a light motor vehicle in India.
- (b) Obtain a valid Passport from R.P. Office, Government of India.

17) Please note that that this appointment is subject to clearance of the following:

- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Panguluri Bhargavi**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



OFFER LETTER

To,

Pesala Lakshmi Saranya,

2nd June 2022,

Dear Pesala Lakshmi Saranya,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. **APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:**
 - 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
 - 1.2. There is an agreed training period for 18 months from the date of joining.
 - 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
 - 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
 - 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
 - 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better assessment of performance in its sole discretion. Upon satisfactory completion of the probation

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period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty Nine Thousand) (the "Base Salary), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's policies for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements
 - 2.5. Your salary will be reviewed once each year based on our performance management norms and

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the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining failing which the revision shall be considered in the following year

- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE.

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. "Confidential Information" means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or from any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

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- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:
- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
 - (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
 - (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;
- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.
- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The wavier applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.
- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.
- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

6. 1. Business Relationships and Goodwill. You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
6. 2. Consideration. You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
6. 3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
6. 4. Scope of Non-Competition Obligation. In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
6. 5. Enforcement. You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. RULES OF CONSTRUCTION. The following provisions shall give the interpretation and enforcement of this Letter of Appointment:

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- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. **Modification.** The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. **Execution.** The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.

Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:
Pooja Anthony
07F38BF4D58D42F
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

Pesala Lakshmi
Saranya
Date:
Place:



Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs.	350,000
A: **Performance Incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		
Gratuity - Employer Contribution		
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00
** This component will be paid to the employee as per the company PI policy		

Sobhareddy Pittu
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Sobhareddy Pittu

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
- d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : Sobhareddy Pittu
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Mediciam, Group Personal Accident Insurance and Group Term Life Insurance as per the prevalling company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



OFFER LETTER

To,

Pulivarthi Lahari,
C/O Pulivarthi Srinivasu,
D.No: 4-14 , Pedalanka, Bhattiprolu,
Guntur, Andhra Pradesh.522257,
Email: laharipulivarthi@gmail.com
Phone: + 91 7382013000

2nd June 2022,

Dear Pulivarthi Lahari,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:

- 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
- 1.2. There is an agreed training period for 18 months from the date of joining.
- 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
- 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
- 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
- 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better

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assessment of performance in its sole discretion. Upon satisfactory completion of the probation period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty Nine Thousand) (the "Base Salary), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's policies for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements

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- 2.5. Your salary will be reviewed once each year based on our performance management norms and the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining failing which the revision shall be considered in the following year
- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. "Confidential Information" means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or from any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:

- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
- (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
- (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;

- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.

- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The waiver applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.

- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.

- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of

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competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

- 6.1. **Business Relationships and Goodwill.** You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
- 6.2. **Consideration.** You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
- 6.3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
- 6.4. **Scope of Non-Competition Obligation.** In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
- 6.5. **Enforcement.** You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. **RULES OF CONSTRUCTION.** The following provisions shall give the interpretation and enforcement of this Letter
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of Appointment:

- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. Modification. The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. Execution. The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.

Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:
Pooja Anthony
D7F348F4P58D42F...
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

DocuSigned by:
P. Lahari
9602974947114C7...
Pulivarthi Lahari
Date:
Place:

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Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs. 350,000	
A: **Performance Incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		
Gratuity - Employer Contribution		-
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00

** This component will be paid to the employee as per the company PI policy

June 09, 2022

Ms PUSULURI AAHNIKA
Candidate Id: CN2022077

Dear PUSULURI AAHNIKA ,

Further to our interactions with you, we are pleased to offer you the position of Placement Mentor at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an Placement Expert with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms PUSULURI AAHNIKA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



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

Superset ID: 1353318

Letter of Intent ("LOI")

Dear PUVVADA CHOWDARY,

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

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1353318**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1353318**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1353318**

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

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

PUVVADA CHOWDARY
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

Ravipati Sathvika
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Ravipati Sathvika

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
 If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : Ravipati Sathvika
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Mediciam, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Repalle Nikhitha
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Repalle Nikhitha

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
- d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
 If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : Repalle Nikhitha
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
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Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



APPOINTMENT LETTER

To,

Date: 08/04/2022

Dear Ms. Shaik Rizwana

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a CTC of 4,20,000 per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organisation.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2,00,000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below(Annexure-1). Salary payable on monthly basis.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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ANNEXURE - I			
COMPENSATION DETAILS (All figures in INR. per Month & Annum)			
A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000

ILENSYS TECHNOLOGIES PRIVATE LIMITED

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OTHER BENEFITS				
SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five instalments only)	NIL
<p>All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any Salary Advance / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant salary advance / loan allowance policy at that time.</p>				
<p>The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.</p>				
<p>* PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.</p>				
<p>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, 1972 including but not limited to the minimum service periods set forth therein.</p>				

I LENSYS TECHNOLOGIES PRIVATE LIMITED

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CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Shaik Rizwana)

Date: _____

I LENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India

CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organization within a year of joining.
6. During the association period, iLenSys reserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Shaik Rizwana)

Date: _____

I LENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com

Shaik Taslimanasreen
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Shaik Taslimanasreen

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Shaik Taslimanasreen**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) 3,10,000

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Solasa Vani
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Solasa Vani

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

-
- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : Solasa Vani
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



A Unit of Focus 4D Career Education Pvt. Ltd

June 09, 2022

Ms SUGGUNA PRATHYUSHA

Candidate Id: CN2022078

Dear SUGGUNA PRATHYUSHA ,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms SUGGUNA PRATHYUSHA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Sugguna Yagna Prasanna
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Sugguna Yagna Prasanna

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

-
- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : Sugguna Yagna Prasanna
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
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Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



APPOINTMENT LETTER

To,

Date: 08/04/2022

Dear Ms. Thanniru Likitha Raga Sudha

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a **CTC of 4,20,000** per annum in which first 6 months you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to last from 11th April 2022 to 9th September 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

**8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com**



By accepting this offer, you agree that you will follow all the Company Policies that is applicable in the organisation.

Additional clause(s):

1. You understand that you may be eligible to employment with iLenSys Technologies Pvt Ltd based on your performance and successful completion of the internship program.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2,00,000 starting from date of internship commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below(Annexure-1). Salary payable on monthly basis.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

**8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
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ANNEXURE – I			
COMPENSATION DETAILS (All figures in INR. per Month & Annum)			
A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000



OTHER BENEFITS

SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five instalments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to yashika.kamdar@ilensys.com

Date of joining is 11th April 2022.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Thanniru Likitha Raga Sudha)

Date: _____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India

CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys reserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Thanniru Likitha Raga Sudha)

Date: _____

I LENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



OFFER LETTER

To,

Vadduri Teja Sri,
C/O V Srinivasarao,
3-118, Vellaluru, Guntur, Andhra
Pradesh-522212,
Email: vadduritejasri@gmail.com
Phone: + 91 7989950812

2nd June 2022,

Dear Vadduri Teja Sri,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:

- 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
- 1.2. There is an agreed training period for 18 months from the date of joining.
- 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
- 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
- 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
- 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better

Unit # 1401, 14th Floor, Building # 12D, Mindspace, Sundew Properties, Survey No. 64 (part), TSIC
Software Layout, , Hi Tech City, Madhapur, Next to VSNL Building, Hyderabad – 500081

pactera EDGE

assessment of performance in its sole discretion. Upon satisfactory completion of the probation period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty Nine Thousand) (the "Base Salary), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's policies for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements

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- 2.5. Your salary will be reviewed once each year based on our performance management norms and the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining failing which the revision shall be considered in the following year
- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE.

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. "Confidential Information" means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or from any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:

- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
- (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
- (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;

- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.

- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The waiver applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.

- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.

- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of

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competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

6. 1. **Business Relationships and Goodwill.** You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
6. 2. **Consideration.** You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
6. 3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
6. 4. **Scope of Non-Competition Obligation.** In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
6. 5. **Enforcement.** You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. **RULES OF CONSTRUCTION.** The following provisions shall give the interpretation and enforcement of this Letter

Unit # 1401, 14th Floor, Building # 12D, Mindspace, Sundew Properties, Survey No. 64 (part), TSIIIC
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of Appointment:

- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. **Modification.** The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. **Execution.** The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.

Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:
Pooja Anthony
D7F34BF4D58D42F...
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

DocuSigned by:
V. Teja Sri
A4021EDA018R4A0...
Vadduri Teja Sri
Date:
Place:



Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs.	350,000
A: **Performance Incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		-
Gratuity - Employer Contribution		
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00
** This component will be paid to the employee as per the company PI policy		



Ref: 0081559_14/1764597

Dated: February 21, 2022

To
Vattikonda Sireesha

Sub: Offer of Employment

Dear Ms. Vattikonda Sireesha,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

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Pune 411014

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Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

Yours Sincerely,
For Zensar Technologies Limited

A handwritten signature in black ink, appearing to read 'Sanjeeva Maithani', is written over a light gray circular stamp.

Sanjeeva Maithani
Vice President – Human Resources

Encl. Annexure – A (Salary Structure),
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

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Annexure – A

Name: Vattikonda Sireesha
Designation: Jr. Software Engineer
Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367725	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident Insurance	6864	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/-; Please refer to policy
Total Cost to Company	406864	

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Annexure – B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund.
All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1½ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12% of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out of the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

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- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

3. Other Benefits

- **Hospitalization**
You and your spouse will be eligible to avail of the medical insurance cover.
- **Leave**
You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

4. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

5. Notice Period

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

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- In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

6. Garden Leave : In a situation wherein continuation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 herein.

Garden Leave shall mean "an arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities."

7. Employee request for immediate release: In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

8. Notice Pay: (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion.

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

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(b) In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in line with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company's discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be.

The Company will not be liable for any additional severance obligations under any of the above scenarios

9. Your release from the Company's services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. Statement of Facts: 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 minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

11. Group Insurances

- From the month following your joining, Company will provide you coverage under the Group Mediclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependant (Dependent Spouse, Dependent Children) information to include them in the company Mediclaim Insurance policy.

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12. Confidentiality

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

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+(20) 6805 7888

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- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use / infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

13. Non Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
 - Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.

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**14. Intellectual Property**

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, activities not authorized by the Company or acts, actions, activities undertaken by you against Company's policies, guidelines instructions.

Retirement:

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.

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- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
- You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or o You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
- There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

15. Indemnification

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.

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16. Other Terms and conditions

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. 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.
- 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 Zensar to verify your educational, previous employment, 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 objection. 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 terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

17. SMS Notification

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

18. Disciplinary Action:

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in act(s) that may have violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.

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- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.
- Upon completion of investigation, if the company concludes that you have not committed any such misconduct or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

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

Name in Full:

Signature:

Address:

Phone:

E-mail ID:

Date:

Place:

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.

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**Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

You must 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

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 terminate the employment at any time during your service

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

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Vishnumolakala Aswini
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Vishnumolakala Aswini

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : Vishnumolakala Aswini
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



APPOINTMENT LETTER

January 26, 2022

Dear Yarrakula venkata Naga Sindhu,

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

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Yarrakula venkata Naga Sindhu, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ("Wipro") for the following purposes:

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Yarrakula venkata Naga Sindhu

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

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

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

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

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

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

Accept Decline

Signature Yarrakula venkata Naga Sindhu 26/1/2022 8:42 AM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23162691

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLC048369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear AKASAPU PUJITHA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

HCL

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLCO46369

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

✚ **Disclaimer:**
✚ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

To,
Ms. Ambati Mounika,
Permanent address: 1-84/1,
Pachala Thadiparru, Ponnur Mandal,
Guntur District, Andhra Pradesh- 522316.

Dear Mounika,
Congratulations!

On behalf of Nav Tech India we are pleased to offer you an employment as **Trainee Software Engineer**. You will be working from Hyderabad location. Your start date would be no later than **October 09, 2023**. In your new position, your annual compensation package will be **Rs.3, 60,000 (Rupees Three Lakhs Sixty Thousand Only)** as cost to company covering all benefits extended by the Company.

The purpose of this letter is to set forth understanding of the terms of your employment with Nav Tech, including your job description and compensation. It is important to us that your involvement makes a tangible, measurable and profitable contribution. It is also important that you are inspired to remain with Nav Tech over time, and to focus your energies on successfully and efficiently contributing to our Company goals. Your responsibilities will be those outlined in the enclosed job description. Your growth and increase in salary will depend solely on your performance and contribution to the Company. Your probation period will be for duration of six months.

An agreement of 2 years is mutually agreed and if there is a violation to the mentioned stipulated duration or break the agreement and leave the company before completion of the above said period, you will have to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakhs Only)** for training and liquidation damages.

Policies & Benefits

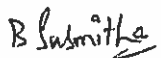
As an employee of Nav Tech, you will be provided with a copy of the Nav Tech employee handbook which outline our personnel policies and benefits programs. Any questions regarding Nav Tech's policy, benefits administration or eligibility, should be directed to the HR Department. This offer is contingent upon successful completion of the following by both you and Nav Tech. Background check, signing letter of acceptance, signing non-compete agreement, your ability to present documentation to prove your credentials while we took your interview.

Acceptance

To indicate your acceptance of this offer, please sign below. This offer shall remain open until **October 07, 2023**. Your employment will be governed by the rules, regulations and policies of the Company. The terms of this letter shall remain confidential and are not to be disclosed to any third party.

Ambati Mounika, we are so pleased and excited that you have chosen to become a part of Nav Tech and look forward to the energy and experience you will bring to our growing organization. If you have any questions or concerns, please feel free to contact us. Welcome to Nav Tech. We wish you a long, rewarding and fulfilling career.

Yours sincerely,


Susmitha Balusu
Human Resource

Compensation Details of Ambati Mounika		
CTC		3,60,000
Performance Based Variable Pay (PBVP)		-
Fixed portion		3,60,000
Components	Per Month (Rs.)	Per Annum (Rs.)
Basic	15,000	1,80,000
HRA	6,000	72,000
CEA	200	2,400
Food Coupons	-	-
Reimbursements	-	-
Special Allowances	6,279	75,346
Gross Salary	27,479	3,29,746
LTA	-	-
PF Employer Contribution	1,800	21,600
Gratuity	721	8,654
Business Benefits		
Performance Based Variable Pay (PBVP)	-	-
COST TO COMPANY	30,000	3,60,000

Note:

Net Payable: Rs. 25,479 per month

Payroll cycle for every month – 1st to 30th/31st of the current month.

For Example: Payroll cycle for the month of October 2023 will be from 01-October-2023 till 31-October-2023.

APPENDIX 'A' TO LETTER OF OFFER

1. The following documents from all the previous employment.
 - Relieving letter
 - Service Letter
 - Salary Certificate
 - Offer/Appointment Letter
 - Latest Salary Revision Letters, if any.
 - Last Three Months' Salary Statement and Form-16 (OR Bank Statement of Three Months in the absence of Form-16).
2. Copies of all your educational qualification certificates (right from SSC till the last degree along with Mark sheets.
3. 3 recent passport size photographs (4.5 cm X 3.5 cm) with white background. Head size must be within a maximum 80% and minimum 70% of the photo size.
4. Copy of Passport and PAN Card.
5. Copies of at least two of Central/State Government approved ID proof (Copy of License or Voter ID card or Aadhaar Card or Ration Card).
6. If an employee wants to transfer his PF from his previous employer then he has to bring the following documents from his previous employer.
 - Form 3A (R) for the last spell of financial year in the previous employment.
 - Particulars of non-contributory service in the previous employment.
 - F. No. 5 & 10



05 April 2022

Arimanda Supraja
12-47, Ganganamma street, Kollipara, Guntur Dist., Andhra Pradesh-522304

Dear Arimanda Supraja,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **04 July 2022**.
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

- 2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
- 2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.
- 2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- 2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- 2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

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Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India
Tel +91 80 2297 9123 Fax +91 80 2841 1474
www.tataelxsi.com

(CIN: L85110KA1987PLC000984)



2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with 60% or 6.0 CGPA in aggregate.

3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.

3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.

4.2. Compensation structure detailed in the attached annexure is for a posting in Hyderabad. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in Hyderabad. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.

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7. Other Work:

- 7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

- 8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.
- 8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.
- 8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.
- 8.4. You will be liable to termination from service by the Company without notice if:
- Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
 - You are found to have willfully suppressed any material information, or,
 - You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
 - You are found to have indulged in financial irregularities; or
 - You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.

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9. On Separation:

- 9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

- 11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.
- 11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.

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(L.P. 1.0) TATA ELXSI LIMITED



11.3. Data Protection Regulation- Personal Data: You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.

TATA ELXSI

Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India

Tel +91 80 2297 9123 Fax +91 80 2841 1474

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(CIN L83110KA1982PLC00938E)



14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in clause 1 of this letter ("Date of Appointment").

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19. Jurisdiction and Dispute resolution:

19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.

19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.

19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment**"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date:

Signature: _____

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(CIN: B511DCA1987PLC069956)



Annexure 1

Annexure to: Arimanda Supraja

Appointment Letter Dated: 05 April 2022

Name	Arimanda Supraja
Level	D
Designation	Engineer
Location	Hyderabad

	Amount in INR
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400
Monthly Salary	26,562

Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947

Annual Gross Salary

3,50,011

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources

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Annexure 2

Annexure indicating breakup of FBP components applicable to grade "D"

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

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(CIN: L5110KA1987PLCO09966)



EMPLOYMENT AGREEMENT

This EMPLOYMENT Agreement (this "Agreement") is made and executed on this 13th April 2022 at Hyderabad (hereinafter referred to as the "Effective Date").

By And Between

Edupolis Education Technology Private Limited, a company incorporated under the Companies Act, 2013 having CIN U72900TG2021PTC149055 and its registered office at Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD TG 500090 IN, represented by one of its director Mr. Rahul Varma ("Company" or "Employer" which expression shall, where the context so admits, include its heirs, successors, executors and permitted assigns);

And

Battula Sonypriya, S/D/O Battula Ratnam aged about 21 years and presently residing at 1 Inamanamellur, 5-33g, Main Door, Maddipadu Mandal. hereinafter referred to as the "Employee", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors, administrators, permitted assigns and legal representatives).

WHEREAS:

- A. In connection with the offer letter given by the Company date 04th July 2022, the Company desires to employ the Employee and the Employee accepts the employment of the Company.
- B. In order to more clearly define the relationship between the Company and Employee, the Company and Employee desire to execute this Agreement; and
- C. The Company's engagement and continual employment of the Employee is conditioned upon the Employee's express acceptance of and adherence to the terms set forth in this Agreement.

The Company and the Employee shall hereinafter be collectively referred to as "Parties" and individually as "Party".

Words of any gender are deemed to include those of the other gender such as "he" include "she".

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED AND OF THE MUTUAL BENEFITS HEREIN PROVIDED, THE COMPANY AND THE EMPLOYEE AGREE AS FOLLOWS:

1. Definitions:

1.1 "Affiliate" shall mean a Person that directly or indirectly through one or more intermediaries' controls, or is controlled by, or is under common control with, a specified Person, provided that, in respect of an Employee, Affiliates shall include his relative (as is such term defined in the Companies Act, 2013). For purposes of this definition, "control" means the possession, directly or indirectly, of the power to elect more than 50% of the governing board of such Person or to direct to cause the direction of the management and policies of the Person, whether through ownership of voting securities, partnership or limited liability interests, non-profit membership, contract or otherwise.

1.2 "Business" shall mean and include (i) e-learning platform for students (iii) and such other business as the Company may start in the ordinary course of business;

1.3 "Business Days" shall mean days other than, Sunday and public holidays in Hyderabad;

1.4 "Control" shall mean, with respect to any Person: (i) the ownership of more than 50% (fifty percent) of the equity shares or other voting securities of such Person, (ii) the possession of the power to direct the management and policies of such Person, or (iii) the power to appoint a majority of the directors, managers, partners or other individuals exercising similar authority with respect to such Person by virtue of ownership of voting securities or management or contract or in any other manner, whether directly or indirectly, including through one or more other Persons; and the term "Common Control" and "Controlled by" shall be construed accordingly;

1.5 "Non-Compete Period" shall mean the period commencing on from the Effective Date and expiring after 12 (twelve) months from the termination of employment of the Employee in terms of this Agreement;

1.6 "Non-Competing Business" shall mean and include any business which does not compete, either directly or indirectly, with the Business or any other business as conducted / engaged by the Company, its Subsidiaries and Affiliates, from time to time.

1.7 "Person" shall mean an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organization, a joint stock company or other entity or organization, including a government or political subdivision, or an agency or instrumentality thereof and/or any other legal entity;

1.8 "Subsidiary" shall have the meaning given to it under the Companies Act, 2013;

1.9 "The standard working hours" for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. Duties and Functions.

2.1 Upon the commencement of this Agreement, the Employee shall occupy the position and perform the duties of Operations Executive of the Company. The Employee shall fulfill such general duties and responsibilities as are consistent with such position and as are assigned to him from time to time by the Company. Further, the Employee shall perform his duties and functions in such a manner as to achieve the goals set by the Company.

2.2 The Employee agrees that he shall be posted at Telangana, Hyderabad. However, during employment with the Company, the Employee may be posted/ transferred at any place in India to any of

the offices of the Company or Affiliates either existing or to be set up, without any additional remuneration at the sole discretion of the management of the Company.

2.3 The Employee shall devote all his business time, attention and energies to the Business.

2.4 The Employee agrees that he will, at all times, while performing services for the Company, devote his reasonable best efforts, skill and ability and shall perform his responsibilities in a competent and professional manner.

2.5 The Employee further agrees that during the term of this Agreement, he shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not, for pecuniary gain.

2.6 The Employee agrees and undertakes that during the term of this Agreement, he shall not hold any position (whether directly or indirectly, for profit or not) in any company, organization, entities, partnership and/or joint venture without the prior written consent of the Company.

2.7 The Employee agrees to abide by the rules, regulations, human resource manual, stock option scheme, personnel policies and other policies of the Company and any change thereof which may be adopted by the Company from time to time {"HR Manual"}.

3. Compensation and Benefits.

3.1 The Employee shall be entitled to the following compensations and benefits as given below:

3.1.1 **Remuneration:** The Employee shall be entitled to the remuneration as set out in detail in SCHEDULE 1 annexed hereto.

3.2 **Reimbursement of Expenses.** Upon presentation of supporting documentation as may be reasonably satisfactory to the Company, the Company may as per the its policies, reimburse all business-related expenses incurred by the Employee in the performance of his duties hereunder, including, without limitation, those incurred in connection with business-related travel, boarding and lodging, telecommunications and entertainment in accordance with Company's policy in this regard.

3.3 **Withholding & Taxation.** The Remuneration (cost-to-company) paid to the Employee hereunder shall be subject to applicable taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law. Any tax liability arising in respect of payments made pursuant to the Agreement or income earned by the Employee while the Agreement is in effect shall be borne solely by the Employee. The Company shall only be responsible for withholding taxes from the payments made to the Employee pursuant to the Agreement and payment thereof to the credit of the government in accordance with the Income Tax Act, 1961.

3.4 **Leaves and benefits:** Subject to the applicable laws, the Employee shall be eligible for certain leaves such as casual leaves, sick leaves etc. The terms and conditions for such leaves is governed by the HR Manual of the Company and the Company reserves the right to modify the terms of such HR Manual without any consent of the Employee.

3.5 **Relocation Reimbursement Benefits:** Company shall reimburse as per norms for the expenses he/she and his/her family incur in relocating to the metropolitan area as required by the job in accordance with Company's Relocation Plan and/or as otherwise agreed by Company. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Relocation Reimbursement done by the company.

3.6 **Joining Bonus Benefits:** If employee shall be entitled to receive a joining bonus, the Joining Bonus will be paid no later than 30 days following the Joining Date. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Joining Bonus.

4. Term of the Agreement.

4.1. The Parties acknowledge that Employee's employment with the Company commenced on Effective Date and agree that it will continue unless terminated by either Party in accordance with the provisions of this

Agreement ("Term"); Provided, however, that the employee agrees to serve the company for a minimum period of 6 months from the effective date.

5. Termination of the Agreement.

5.1. Termination by Company for Cause;

5.1.1. The term "Cause" shall include;

- a) Unauthorized leaves taken from the Company;
- b) a material act of dishonesty, or fraud or other willful misconduct by the Employee that is detrimental to the pecuniary interests, reputation or goodwill of the Company, its Subsidiaries and Affiliates;
- c) the Employee's consistent failure to reasonably render the services and perform his duties or breach of any material obligation as provided in this Agreement, which is not cured within 30 (thirty) days following the Employees receipt of written notice (include written letter or electronic mail) thereof in that behalf from the Company;
- d) unethical business conduct in violation of the policies of the Company or any anti-corruption laws as applicable in India;
- e) breach of any material statutory duty relevant to his role that, if capable of being cured and provided that such breach does not have a material adverse effect on the Company, has not been cured within 30 (thirty) days of the date of notice of such breach;
- f) unauthorized material disclosure of any Confidential Information of the Company, its Subsidiaries and Affiliates; and
- g) Conviction for any criminal offence.

5.1.2. The Company shall be entitled to terminate the services of the Employee for Cause immediately, without serving any notice period to Employee. Further the Company shall not give any severance package or monetary compensation to the Employee upon termination of Employment under Clause 5.1.

5.2. **Termination for Employee's Disability.** After the completion of training Period, if in the sole opinion of the Company, the Employee is unable to carry out the responsibilities and functions of the position held by Employee by reason of any physical or mental impairment for more than 30 (thirty) consecutive days or more than 90 (ninety) days in any twelve-month period, then, the Company may terminate Employee's services, subject to applicable law.

5.3. **Resignation by Employee.** Subject to applicable law and after the completion of Minimum Term, the Employee may, at his option, terminate this Agreement by serving the Company with prior 45 (Forty-Five) days written notice ("Notice Period") of his resignation from the Company. Parties understand the following:-

5.3.1. the Employee may request the Company to reduce the term of Notice Period and the Company may accept such request. Upon the occurrence of this event, mentioned in clause 5.3.1., the Company at no cost accept such request of the Employee;

5.3.2. the Company at its own discretion may also waive off term of Notice Period and compensate the Employee with such amount as it may deem fit.

5.4. **Termination due to Abscond of Employee:** Subject to the applicable law, if the Employee is absent from the office for a period of 3 days such employee shall be referred as Absconded Employee. The Company at its sole discretion terminates the employment of the Absconded Employee by serving notice to such Employee.

5.5. Termination before the completion of training Period: Subject to applicable law and before the completion of training Period, the Company owing to the non-performance Employee, at its option, terminate this Agreement by serving the Employee with 1 (one) day prior written notice of his termination from the Company.

6. Effective Date of Termination. Notwithstanding anything in this Agreement, the termination of the Employee's services pursuant to this Agreement shall be effective:

- 6.1. 30 (thirty) days after the Company delivers to the Employee written notice of his termination by reason of the Employee's having become disabled as per Clause 5.2 above;
- 6.2. immediately upon the delivery of written notice to the Employee by the Company of his termination with Cause as per Clause 5.1;
- 6.3. the last working day of the Employee, where Employee delivers to the Company written notice of his resignation in accordance only with Clause 5.3 above. The Employee agrees that during such notice period Employee shall continue to perform his regular duties and will assist the Company. Further the Employee shall be relieved from his duties only after he hands over the Company's property and comply with the terms of full and final settlement policy.
- 6.4. the date mentioned in the termination notice issued by the Company, with respect to event occurred as per Clause 5.4 and 5.5 above.

7. Effect of Termination

- 7.1. **Effect of termination before the expiry of training Period:** If the employment of the Employees is terminated by the Company before the expiry of the training Period, the Employee shall receive only unpaid salary with respect to the number of days worked by the Employee. For the purpose of clarification, the Company shall not give severance package/salary to the Employee.
- 7.2. **Effect of termination before the expiry of Minimum Term:** If the Employee violates the Clause 4.1 of this Agreement i.e., Employee terminates this Agreement before the completion of Minimum Term, Employee agrees for the following:-

7.2.1 Shall pay a cost of training of INR 60,000/- immediately; and

7.2.2 the Employee shall finish all the exit formalities as per the human resources policies/manual of the Company. The Company shall upon receipt of payment of Liquidated Damages, shall relieve the Employee from the duties, within 30 days from the date of payment of Liquidated Damages.

It is hereby clarified that, in the event, if the Employee fails to comply with the conditions mentioned in clause 7.2.1., and 7.2.1., he shall be known as bad leaver ("Bad Leaver") the Company shall have a right to receive from the Employee such Liquidated Damages and unliquidated damages, as it may deem fit. Notwithstanding anything contained in this Agreement, upon an Employee becoming a Bad Leaver (including where the Employee's services are terminated for Cause), the Company shall be entitled to all remedies that may be available to it under applicable law.

- 7.3. **Effect of termination due to Absconding:** If the Employee is absconded, as stipulated under Clause 5.5 of this Agreement, the Company shall have a right to receive from the Employee such damages, as it may deem fit. Notwithstanding anything contained in this Agreement, the Company shall be entitled to all remedies that may be available to it under applicable law

8. Non-Disclosure of Confidential or Proprietary Information.

- 8.1. The Employee acknowledges that during the course of rendering services and performing his other duties under this Agreement, he will have and / or has had access to information about the Company and / or its Affiliates or otherwise in its possession and that his services with the Company shall bring

him into close contact with many confidential affairs of the Company and / or its Affiliates, including without limitation, information regarding the following:

- 8.1.1. management methods and operating techniques;
- 8.1.2. sales, advertising and marketing methods;
- 8.1.3. business and training techniques, manuals and procedures;
- 8.1.4. information regarding customers and products;
- 8.1.5. information regarding employees and personnel;
- 8.1.6. hardware systems and software programs;
- 8.1.7. trade secrets, business strategies, copyrights, designs, test methods, software and such other intellectual properties; and
- 8.1.8. information relating to the prior, current or contemplated products or services offered and information that the Employee has a reasonable basis to believe was accepted by the Company and / or Affiliates from any third party under obligations of confidentiality (collectively, the "Confidential Information").

8.2. In recognition of the foregoing, during and after the termination of this Agreement (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public other than through the Employee's unauthorized disclosure, the Employee shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of rendering his services, or in furtherance of the business of the Company and Affiliates and as authorized in writing by the Company) any Confidential Information.

8.3. All documents, records, data, apparatus, equipment and physical property pertaining to the Company and / or its Affiliates, whether or not pertaining to Confidential Information, which are furnished to the Employee by the Company and/or its Affiliates or are produced by the Employee in connection with the rendering of services by the Employee hereunder will be and remain the sole property of the Company or the respective Affiliates (as the case may be).

8.4. The Employee will return to the Company or to the relevant Affiliate, all such materials and property, including any material or medium from which any Confidential Information may be ascertained or derived, as and when requested by the Company or the relevant Affiliate. In any event, the Employee will return all such materials and property immediately upon the termination of the Employee's services for any reason, as provided in this Agreement. The Employee will not retain any such material or property or any copies, compilations or analyses thereof after such termination.

9. Intellectual Property Rights.

9.1. All rights, title and interest in any intellectual property arising out of or in connection with the rendering of services by the Employee hereunder, including without limitation any copyrights, rights to derivative works, trade secrets, software, technologies, patents and any other intellectual property rights, created or conceived (including, but not limited to, any tools, designs or methodologies) during the employment of the Company under this Agreement whether or not in the Company's premises or using the Company's property or other proprietary rights therein, shall be considered as work for hire and shall be the absolute property of the Company ("Work for hire"). The Employee hereby, without further consideration, perpetually and irrevocably transfers, assigns and conveys all right, title and interest to such property (including, but not limited to, any moral rights) worldwide that the Employee may have or be entitled to under any law or equity whatsoever to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and / or non-enforcement of such right. At the Company's request, the Employee shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or its designates') ownership in intellectual property rights hereunder.

9.2. This Clause 9 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the Company of any rights of ownership to which the Company may be entitled to by operation of law by virtue of the Company or any of its affiliates being provided the services by the Employee in the manner contemplated by this Agreement.

10. Non-Competition Restrictions and Non-Solicitation Restrictions.

10.1. The Employee undertakes that without prejudice to any other duty implied by law, he shall not, either directly or through his Affiliates, during the Non-Compete Period, either personally or through an agent, company or through a partnership or as a shareholder of a private company or a public unlisted company, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or in any other manner whatsoever, whether for profit or otherwise:

- 10.1.1. be concerned or interested in any business in any manner whatsoever that directly or indirectly competes with the Business or any business in which the Company engages or plans to engage in at the time of termination of the employment of the Employee ("Competing Business");
- 10.1.2. be concerned in any business in any manner whatsoever that directly or indirectly competes with the business in which such Employee is materially involved as an employee of the Company after the Effective Date;
- 10.1.3. except on behalf of the Company, canvas or solicit business or customers for services similar to those being provided by the Company from any Person who is a customer of the Company;
- 10.1.4. induce or attempt to induce any customer/client of the Company to cease to be a customer/client, or to restrict or vary the terms of the contract to, the Company or otherwise interfere with the relationship between such a customer/client and the Company (save and except actions taken during the course of his employment with the Company in exercise of his power and authority as an employee of the Company and in, what he reasonably believes to be, in the interest of the Company);
- 10.1.5. he shall not, directly or indirectly, including by assisting others, solicit, recruit, induce or attempt to persuade (a) any Person then engaged by the Company as an employee, officer or director or so engaged within the preceding 12 month(s) period ("Existing Employee") to leave the employment of the Company; or (b) encourage any consultant, vendor or customer to reduce the quantum of business they do with the Company. It is clarified that the Employee shall be deemed to have breached and failed to comply with the provisions of this Clause 10.1.4 if the Employee directly or indirectly as an officer or director of another organization or otherwise, employ, engage or retain, an Existing Employee, if such employment or engagement arose on account of any act of the Employee.

10.2. The Parties recognize that the foregoing covenants in this Clause 10 and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business of the Company.

10.3. The Employee acknowledges and agrees that the compensation paid to him under this Agreement (as set out in Clause 3 above) along with the mutual agreements, covenants, representations and warranties set forth in the this Agreement is adequate consideration for the non-compete covenants contained in this Agreement and that the restrictions contained in this clause are considered reasonable for the legitimate protection of the Business and goodwill of the Company. However, in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted

or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid and effective.

10.4. The Employee acknowledges and agrees that the covenants and obligations with respect to non-competition and non-solicitation as set forth above shall not be construed to be a restraint of trade against the Employee and relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury. Each of such covenants contained in this Clause shall be construed as a separate covenant and if, in any judicial proceeding, a court shall refuse to enforce any of the separate covenants of this clause, then such covenant shall be deemed included herein only to the extent enforceable as permitted under the applicable Laws for the purpose of such proceeding or any other judicial proceeding to the extent necessary to permit the remaining covenants to be enforced.

11. Warranties:

11.1. Employee confirms and warrants that;

- a) he has carefully read and fully understands all the provisions of this Agreement.
- b) he has not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime (other than minor traffic offences), and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or threatened against him.
- c) he has not been the subject of any adverse court judgment which threatens his solvency or substantially compromises his financial security.
- d) by entering into this Agreement or performing any of the obligations under it, he will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on him. The Employee further undertakes to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if he is in breach of any such obligations.
- e) in the performance of his obligations, the Employee will not utilize or make available to the Company or any of its Subsidiaries/Affiliates any Confidential Information of any third party or violate any obligation with respect to such information.
- f) he has never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.

11.2. This employment is on the basis that the information submitted by the Employee is complete and correct. The Employee agrees and acknowledges that if it is found that the information submitted is false or incomplete or that the Employee has concealed / suppressed certain material information which detrimentally impacts the Company, the Company may terminate employment without providing any notice or pay in lieu thereof in addition to other remedies available to the Company against the Employee under this Agreement and law.

12. **Void or Unenforceable Restrictions.** if any restriction or undertaking is found by any court or other competent authority to be void or unenforceable, the Parties shall negotiate in good faith to

replace such void or unenforceable restriction or undertaking with a valid provision which, as far as possible, has the same legal and commercial effect as that which it replaces.

13. Breach. If any breach or violation of the provisions, covenants warranties, the Employee agrees that damages alone are likely not to be sufficient compensation and that injunctive relief is reasonable and is likely to be essential to safeguard the interests of Company and that injunctive relief (in addition to any other remedies afforded by a court of equity) may (subject to the discretion of the courts) be obtained. No waiver of any breach or violation shall be implied from forbearance or failure by the Company to take action.

14. Indemnities. The Employee, at all times during the course of his employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) agrees to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company actually suffers or incurs as a direct result of acts or omissions of the Employee during the course of employment.

15. Deductions. The Employee agrees and acknowledges that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from the Employee's salary, or final settlement, any outstanding loans, advances or overpayments.

16. Entire Agreement; Termination of Prior Agreements. This Agreement and the agreements and documents referred to herein contain the entire understanding of the Employee and the Company with respect to the services to be rendered by the Employee to the Company and supersede any and all prior understandings, written or oral, between the Employee and the Company and between the Employee and any Affiliate or predecessor of the Company. Any such prior understandings or agreements are hereby terminated and are of no further force and effect. This Agreement may not be amended, waived, discharged or terminated orally, but only by an instrument in writing, specifically identified as an amendment to this Agreement, and signed by the Employee and a duly authorized officer of the Company. By entering into this Agreement, the Employee certifies and acknowledges that he has carefully read all of the provisions of this Agreement and the rules and regulations of the Company and that he voluntarily and knowingly enters into this Agreement.

17. Severability. If any provision of this Agreement or the application thereof to any Person or circumstance shall be invalid or unenforceable to any extent for any reason including by reason of any law or regulation or government policy or any amendment thereof, the remainder of this Agreement and the application of such provision to Persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Republic of India without regard to applicable conflicts of laws principles. The courts in Hyderabad shall have the exclusive jurisdiction in relation to all matters arising out of this Agreement.

19. Notices.

Any notice or other communication hereunder must be given in writing and either (a) delivered in person; (b) transmitted by facsimile, provided that any notice so given is also mailed as provided in clause (c); or (c) mailed, postage prepaid, as follows:

Company	<p>Sai Rahul Varma G CEO & Director Edupolis Education Technology Private Limited, Address: Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD, TG 500090 IN Email: rahul@unschool.in</p>
Employee	<p>Name: Battula Sonypriya Address: - Inamanamellur,5-33g,Main Door,Maddipadu Mandal. Email: battulasonypriya@gmail.com Mobile: 8978121065</p>

or to such other address or to such other Person as any Party shall have last designated by such notice to the other Parties. Each such notice or other communication shall be effective (i) if given by mail, three days after such communication is deposited in the mail with first class postage prepaid, addressed as aforesaid, (ii) if given by facsimile, when transmitted to the applicable number so specified in (or pursuant to) this Clause 19 provided that appropriate confirmation of receipt is generated by the facsimile and a duplicate copy is mailed, postage prepaid, or (iii) sent by electronic mail or if given by any other means, when actually delivered at such address.

20. Miscellaneous.

20.1 No delay or omission by the Company or the Employee in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by the Company or the Employee on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

20.2 This Agreement may be modified or amended only by an instrument in writing executed by the Parties hereto and approved in writing by a duly authorized officer of the Company. The Parties hereto agree that in no event shall an oral modification of this Agreement be enforceable or valid.

20.3 The captions of the Clauses of this Agreement are for convenience of reference only and in no way define, limit or affect the scope or substance of any section of this Agreement.

20.4 The Employee has been provided with an opportunity to consult with the Employee's own counsel with respect to this Agreement.

20.5 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from the Employee against any amount payable at any time by the Company to the Employee pursuant to this Agreement.

20.6 The requirements and covenants of Clauses 8 (*Non-Disclosure of Confidential or Proprietary Information*), 9 (*Intellectual Property Rights*), 10 (*Non-Competition Restrictions and Non-Solicitation Restrictions*), 14 (*Indemnities*), 17 (*Severability*), 18 (*Governing Law*), 18 (*Dispute Resolution*), and 20 (*Miscellaneous*) and such other clauses which by their nature survive termination, shall survive and continue in full force and effect after the termination of this Agreement.

21. Internship Period.

21.1 The internship period will be for the 1st 3 months.


21.2 Salary for the Internship period i.e. for 1st 3 months will be INR 9500.

21.3 Salary for the training period i.e. 1st month will be held as training cost and released along with the 2nd month salary to the Employee.

22. Full time Employment.

22.1 The full time employment will start from the 4th Month.

IN WITNESS WHEREOF, EACH OF THE PARTIES HERETO HAS CAUSED THIS AGREEMENT TO BE DULY EXECUTED AND DELIVERED UNDER SEAL, BY ITS AUTHORIZED OFFICERS OR INDIVIDUALLY, AS OF THE DATE FIRST ABOVE WRITTEN.

EMPLOYEE:	COMPANY:
Name: Battula Sonypriya <hr/>	 Name: Rahul Varma Title: CEO, Edupolis Education Technology Pvt. Ltd.(Unschool)

SCHEDULE 1

Remuneration breakup

- During the 1st 3 months, the employee is paid a base stipend of 9500 INR and up to 30,000 INR based on performance.
- Refer below for the split-up of the salary structure for the full-time role (after the internship period) at Edupolis Education Technology Pvt Ltd. (Unschool).

Annexure

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	263	3,156
Gross Salary	10,663	1,27,956
Provident Fund	992	11,904
ESIC	347	4,164
Gross Salary FIX	12,002	1,44,024
Variable	-	-
Mediclaime	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	12,002	1,44,024
ESI Employee	80	961
PF Employee	992	
Professional Tax	-	
Take Home	9,591	

(* Subject to TDS deduction)

-Your CTC is Rs 1,44,024/-per annum as the fixed portion and +30,000 INR per month performance-based incentives for the operating year 2021-22 payable monthly.

Other benefits

1. Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

- Refer below for the split-up of the salary structure after completion of 6 months as an New Designation at Edupolis Education Technology Pvt Ltd. (Unschool).

Name	DOJ	Designation
Battula Sonypriya	04th July 2022	Operations Executive

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	12,500	1,50,000
House Rent Allowance	5,000	60,000
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	3,700	44,400
Gross Salary	23,200	2,78,400
Provident Fund	1,800	21,600
ESIC	-	-
Gross Salary FIX	25,000	3,00,000
Variable	-	-
Mediclaime	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	25,000	3,00,000
ESI Employee	-	-
PF Employee	1,800	
Professional Tax	200	
Take Home	21,200	

(* Subject to TDS deduction)

-Your CTC is Rs 3,00,000/-per annum as the fixed portion and 2LPA performance-based incentives for the operating year 2022-23 payable monthly.

Other benefits

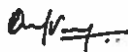
- Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,

for Edupolis Education Technology Pvt Ltd (Unschool)



Rahul Varma
Co-Founder and CEO
Edupolis Education Technology Pvt Ltd. (Unschool)

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

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Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear BODAVULA SAHITHYA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

HCL

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested (Photocopies)**.
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**

✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



EMPLOYMENT AGREEMENT

This EMPLOYMENT Agreement (this "Agreement") is made and executed on this 13th April 2022 at Hyderabad (hereinafter referred to as the "Effective Date").

By And Between

Edupolis Education Technology Private Limited, a company incorporated under the Companies Act, 2013 having CIN U72900TG2021PTC149055 and its registered office at Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD TG 500090 IN, represented by one of its director Mr. Rahul Varma ("Company" or "Employer" which expression shall, where the context so admits, include its heirs, successors, executors and permitted assigns);

And

Bommali Divya Meghana, S/D/O Bommali Prakash rao aged about 21 years and presently residing at Kalpataru Appt.S5,Doctors Colony Vishkapatnam. hereinafter referred to as the "Employee", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors, administrators, permitted assigns and legal representatives).

WHEREAS:

- A. In connection with the offer letter given by the Company date 04th July 2022, the Company desires to employ the Employee and the Employee accepts the employment of the Company.
- B. In order to more clearly define the relationship between the Company and Employee, the Company and Employee desire to execute this Agreement; and
- C. The Company's engagement and continual employment of the Employee is conditioned upon the Employee's express acceptance of and adherence to the terms set forth in this Agreement.

The Company and the Employee shall hereinafter be collectively referred to as "Parties" and individually as "Party".

Words of any gender are deemed to include those of the other gender such as "he" include "she".

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED AND OF THE MUTUAL BENEFITS HEREIN PROVIDED, THE COMPANY AND THE EMPLOYEE AGREE AS FOLLOWS:

1. Definitions:

1.1 "Affiliate" shall mean a Person that directly or indirectly through one or more intermediaries' controls, or is controlled by, or is under common control with, a specified Person, provided that, in respect of an Employee, Affiliates shall include his relative (as is such term defined in the Companies Act, 2013). For purposes of this definition, "control" means the possession, directly or indirectly, of the power to elect more than 50% of the governing board of such Person or to direct to cause the direction of the management and policies of the Person, whether through ownership of voting securities, partnership or limited liability interests, non-profit membership, contract or otherwise.

1.2 "Business" shall mean and include (i) e-learning platform for students (iii) and such other business as the Company may start in the ordinary course of business;

1.3 "Business Days" shall mean days other than, Sunday and public holidays in Hyderabad;

1.4 "Control" shall mean, with respect to any Person: (i) the ownership of more than 50% (fifty percent) of the equity shares or other voting securities of such Person, (ii) the possession of the power to direct the management and policies of such Person, or (iii) the power to appoint a majority of the directors, managers, partners or other individuals exercising similar authority with respect to such Person by virtue of ownership of voting securities or management or contract or in any other manner, whether directly or indirectly, including through one or more other Persons; and the term "Common Control" and "Controlled by" shall be construed accordingly;

1.5 "Non-Compete Period" shall mean the period commencing on from the Effective Date and expiring after 12 (twelve) months from the termination of employment of the Employee in terms of this Agreement;

1.6 "Non-Competing Business" shall mean and include any business which does not compete, either directly or indirectly, with the Business or any other business as conducted / engaged by the Company, its Subsidiaries and Affiliates, from time to time.

1.7 "Person" shall mean an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organization, a joint stock company or other entity or organization, including a government or political subdivision, or an agency or instrumentality thereof and/or any other legal entity;

1.8 "Subsidiary" shall have the meaning given to it under the Companies Act, 2013;

1.9 "The standard working hours" for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. Duties and Functions.

2.1 Upon the commencement of this Agreement, the Employee shall occupy the position and perform the duties of Operations Executive of the Company. The Employee shall fulfill such general duties and responsibilities as are consistent with such position and as are assigned to him from time to time by the Company. Further, the Employee shall perform his duties and functions in such a manner as to achieve the goals set by the Company.

2.2 The Employee agrees that he shall be posted at Telangana, Hyderabad. However, during employment with the Company, the Employee may be posted/ transferred at any place in India to any of

the offices of the Company or Affiliates either existing or to be set up, without any additional remuneration at the sole discretion of the management of the Company.

2.3 The Employee shall devote all his business time, attention and energies to the Business.

2.4 The Employee agrees that he will, at all times, while performing services for the Company, devote his reasonable best efforts, skill and ability and shall perform his responsibilities in a competent and professional manner.

2.5 The Employee further agrees that during the term of this Agreement, he shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not, for pecuniary gain.

2.6 The Employee agrees and undertakes that during the term of this Agreement, he shall not hold any position (whether directly or indirectly, for profit or not) in any company, organization, entities, partnership and/or joint venture without the prior written consent of the Company.

2.7 The Employee agrees to abide by the rules, regulations, human resource manual, stock option scheme, personnel policies and other policies of the Company and any change thereof which may be adopted by the Company from time to time {"HR Manual"}.

3. Compensation and Benefits.

3.1 The Employee shall be entitled to the following compensations and benefits as given below:

3.1.1 **Remuneration:** The Employee shall be entitled to the remuneration as set out in detail in SCHEDULE 1 annexed hereto.

3.2 **Reimbursement of Expenses.** Upon presentation of supporting documentation as may be reasonably satisfactory to the Company, the Company may as per the its policies, reimburse all business-related expenses incurred by the Employee in the performance of his duties hereunder, including, without limitation, those incurred in connection with business-related travel, boarding and lodging, telecommunications and entertainment in accordance with Company's policy in this regard.

3.3 **Withholding & Taxation.** The Remuneration (cost-to-company) paid to the Employee hereunder shall be subject to applicable taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law. Any tax liability arising in respect of payments made pursuant to the Agreement or income earned by the Employee while the Agreement is in effect shall be borne solely by the Employee. The Company shall only be responsible for withholding taxes from the payments made to the Employee pursuant to the Agreement and payment thereof to the credit of the government in accordance with the Income Tax Act, 1961.

3.4 **Leaves and benefits:** Subject to the applicable laws, the Employee shall be eligible for certain leaves such as casual leaves, sick leaves etc. The terms and conditions for such leaves is governed by the HR Manual of the Company and the Company reserves the right to modify the terms of such HR Manual without any consent of the Employee.

3.5 **Relocation Reimbursement Benefits:** Company shall reimburse as per norms for the expenses he/she and his/her family incur in relocating to the metropolitan area as required by the job in accordance with Company's Relocation Plan and/or as otherwise agreed by Company. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Relocation Reimbursement done by the company.

3.6 **Joining Bonus Benefits:** If employee shall be entitled to receive a joining bonus, the Joining Bonus will be paid no later than 30 days following the Joining Date. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Joining Bonus.

4. Term of the Agreement.

4.1. The Parties acknowledge that Employee's employment with the Company commenced on Effective Date and agree that it will continue unless terminated by either Party in accordance with the provisions of this

Agreement ("Term"); Provided, however, that the employee agrees to serve the company for a minimum period of 6 months from the effective date.

5. Termination of the Agreement.

5.1. Termination by Company for Cause;

5.1.1. The term "Cause" shall include;

- a) Unauthorized leaves taken from the Company;
- b) a material act of dishonesty, or fraud or other willful misconduct by the Employee that is detrimental to the pecuniary interests, reputation or goodwill of the Company, its Subsidiaries and Affiliates;
- c) the Employee's consistent failure to reasonably render the services and perform his duties or breach of any material obligation as provided in this Agreement, which is not cured within 30 (thirty) days following the Employees receipt of written notice (include written letter or electronic mail) thereof in that behalf from the Company;
- d) unethical business conduct in violation of the policies of the Company or any anti-corruption laws as applicable in India;
- e) breach of any material statutory duty relevant to his role that, if capable of being cured and provided that such breach does not have a material adverse effect on the Company, has not been cured within 30 (thirty) days of the date of notice of such breach;
- f) unauthorized material disclosure of any Confidential Information of the Company, its Subsidiaries and Affiliates; and
- g) Conviction for any criminal offence.

5.1.2. The Company shall be entitled to terminate the services of the Employee for Cause immediately, without serving any notice period to Employee. Further the Company shall not give any severance package or monetary compensation to the Employee upon termination of Employment under Clause 5.1.

5.2. **Termination for Employee's Disability.** After the completion of training Period, if in the sole opinion of the Company, the Employee is unable to carry out the responsibilities and functions of the position held by Employee by reason of any physical or mental impairment for more than 30 (thirty) consecutive days or more than 90 (ninety) days in any twelve-month period, then, the Company may terminate Employee's services, subject to applicable law.

5.3. **Resignation by Employee.** Subject to applicable law and after the completion of Minimum Term, the Employee may, at his option, terminate this Agreement by serving the Company with prior 45 (Forty-Five) days written notice ("Notice Period") of his resignation from the Company. Parties understand the following:-

5.3.1. the Employee may request the Company to reduce the term of Notice Period and the Company may accept such request. Upon the occurrence of this event, mentioned in clause 5.3.1., the Company at no cost accept such request of the Employee;

5.3.2. the Company at its own discretion may also waive off term of Notice Period and compensate the Employee with such amount as it may deem fit.

5.4. **Termination due to Abscond of Employee:** Subject to the applicable law, if the Employee is absent from the office for a period of 3 days such employee shall be referred as Absconded Employee. The Company at its sole discretion terminates the employment of the Absconded Employee by serving notice to such Employee.

5.5. Termination before the completion of training Period: Subject to applicable law and before the completion of training Period, the Company owing to the non-performance Employee, at its option, terminate this Agreement by serving the Employee with 1 (one) day prior written notice of his termination from the Company.

6. Effective Date of Termination. Notwithstanding anything in this Agreement, the termination of the Employee's services pursuant to this Agreement shall be effective:

- 6.1. 30 (thirty) days after the Company delivers to the Employee written notice of his termination by reason of the Employee's having become disabled as per Clause 5.2 above;
- 6.2. immediately upon the delivery of written notice to the Employee by the Company of his termination with Cause as per Clause 5.1;
- 6.3. the last working day of the Employee, where Employee delivers to the Company written notice of his resignation in accordance only with Clause 5.3 above. The Employee agrees that during such notice period Employee shall continue to perform his regular duties and will assist the Company. Further the Employee shall be relieved from his duties only after he hands over the Company's property and comply with the terms of full and final settlement policy.
- 6.4. the date mentioned in the termination notice issued by the Company, with respect to event occurred as per Clause 5.4 and 5.5 above.

7. Effect of Termination

- 7.1. **Effect of termination before the expiry of training Period:** If the employment of the Employees is terminated by the Company before the expiry of the training Period, the Employee shall receive only unpaid salary with respect to the number of days worked by the Employee. For the purpose of clarification, the Company shall not give severance package/salary to the Employee.
- 7.2. **Effect of termination before the expiry of Minimum Term:** If the Employee violates the Clause 4.1 of this Agreement i.e., Employee terminates this Agreement before the completion of Minimum Term, Employees agrees for the following:-

7.2.1 Shall pay a cost of training of INR 60,000/- immediately; and

7.2.2 the Employee shall finish all the exit formalities as per the human resources policies/manual of the Company. The Company shall upon receipt of payment of Liquidated Damages, shall relieve the Employee from the duties, within 30 days from the date of payment of Liquidated Damages.

It is hereby clarified that, in the event, if the Employee fails to comply with the conditions mentioned in clause 7.2.1., and 7.2.1., he shall be known as bad leaver ("Bad Leaver") the Company shall have a right to receive from the Employee such Liquidated Damages and unliquidated damages, as it may deem fit. Notwithstanding anything contained in this Agreement, upon an Employee becoming a Bad Leaver (including where the Employee's services are terminated for Cause), the Company shall be entitled to all remedies that may be available to it under applicable law.

- 7.3. **Effect of termination due to Absconding:** If the Employee is absconded, as stipulated under Clause 5.5 of this Agreement, the Company shall have a right to receive from the Employee such damages, as it may deem fit. Notwithstanding anything contained in this Agreement, the Company shall be entitled to all remedies that may be available to it under applicable law

8. Non-Disclosure of Confidential or Proprietary Information.

- 8.1. The Employee acknowledges that during the course of rendering services and performing his other duties under this Agreement, he will have and / or has had access to information about the Company and / or its Affiliates or otherwise in its possession and that his services with the Company shall bring

him into close contact with many confidential affairs of the Company and / or its Affiliates, including without limitation, information regarding the following:

- 8.1.1. management methods and operating techniques;
- 8.1.2. sales, advertising and marketing methods;
- 8.1.3. business and training techniques, manuals and procedures;
- 8.1.4. information regarding customers and products;
- 8.1.5. information regarding employees and personnel;
- 8.1.6. hardware systems and software programs;
- 8.1.7. trade secrets, business strategies, copyrights, designs, test methods, software and such other intellectual properties; and
- 8.1.8. information relating to the prior, current or contemplated products or services offered and information that the Employee has a reasonable basis to believe was accepted by the Company and / or Affiliates from any third party under obligations of confidentiality (collectively, the "Confidential Information").

8.2. In recognition of the foregoing, during and after the termination of this Agreement (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public other than through the Employee's unauthorized disclosure, the Employee shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of rendering his services, or in furtherance of the business of the Company and Affiliates and as authorized in writing by the Company) any Confidential Information.

8.3. All documents, records, data, apparatus, equipment and physical property pertaining to the Company and / or its Affiliates, whether or not pertaining to Confidential Information, which are furnished to the Employee by the Company and/or its Affiliates or are produced by the Employee in connection with the rendering of services by the Employee hereunder will be and remain the sole property of the Company or the respective Affiliates (as the case may be).

8.4. The Employee will return to the Company or to the relevant Affiliate, all such materials and property, including any material or medium from which any Confidential Information may be ascertained or derived, as and when requested by the Company or the relevant Affiliate. In any event, the Employee will return all such materials and property immediately upon the termination of the Employee's services for any reason, as provided in this Agreement. The Employee will not retain any such material or property or any copies, compilations or analyses thereof after such termination.

9. Intellectual Property Rights.

9.1. All rights, title and interest in any intellectual property arising out of or in connection with the rendering of services by the Employee hereunder, including without limitation any copyrights, rights to derivative works, trade secrets, software, technologies, patents and any other intellectual property rights, created or conceived (including, but not limited to, any tools, designs or methodologies) during the employment of the Company under this Agreement whether or not in the Company's premises or using the Company's property or other proprietary rights therein, shall be considered as work for hire and shall be the absolute property of the Company ("Work for hire"). The Employee hereby, without further consideration, perpetually and irrevocably transfers, assigns and conveys all right, title and interest to such property (including, but not limited to, any moral rights) worldwide that the Employee may have or be entitled to under any law or equity whatsoever to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and / or non-enforcement of such right. At the Company's request, the Employee shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or its designates') ownership in intellectual property rights hereunder.

9.2. This Clause 9 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the Company of any rights of ownership to which the Company may be entitled to by operation of law by virtue of the Company or any of its affiliates being provided the services by the Employee in the manner contemplated by this Agreement.

10. Non-Competition Restrictions and Non-Solicitation Restrictions.

10.1. The Employee undertakes that without prejudice to any other duty implied by law, he shall not, either directly or through his Affiliates, during the Non-Compete Period, either personally or through an agent, company or through a partnership or as a shareholder of a private company or a public unlisted company, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or in any other manner whatsoever, whether for profit or otherwise:

10.1.1. be concerned or interested in any business in any manner whatsoever that directly or indirectly competes with the Business or any business in which the Company engages or plans to engage in at the time of termination of the employment of the Employee ("Competing Business");

10.1.2. be concerned in any business in any manner whatsoever that directly or indirectly competes with the business in which such Employee is materially involved as an employee of the Company after the Effective Date;

10.1.3. except on behalf of the Company, canvas or solicit business or customers for services similar to those being provided by the Company from any Person who is a customer of the Company;

10.1.4. induce or attempt to induce any customer/client of the Company to cease to be a customer/client, or to restrict or vary the terms of the contract to, the Company or otherwise interfere with the relationship between such a customer/client and the Company (save and except actions taken during the course of his employment with the Company in exercise of his power and authority as an employee of the Company and in, what he reasonably believes to be, in the interest of the Company);

10.1.5. he shall not, directly or indirectly, including by assisting others, solicit, recruit, induce or attempt to persuade (a) any Person then engaged by the Company as an employee, officer or director or so engaged within the preceding 12 month(s) period ("Existing Employee") to leave the employment of the Company; or (b) encourage any consultant, vendor or customer to reduce the quantum of business they do with the Company. It is clarified that the Employee shall be deemed to have breached and failed to comply with the provisions of this Clause 10.1.4 if the Employee directly or indirectly as an officer or director of another organization or otherwise, employ, engage or retain, an Existing Employee, if such employment or engagement arose on account of any act of the Employee.

10.2. The Parties recognize that the foregoing covenants in this Clause 10 and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business of the Company.

10.3. The Employee acknowledges and agrees that the compensation paid to him under this Agreement (as set out in Clause 3 above) along with the mutual agreements, covenants, representations and warranties set forth in the this Agreement is adequate consideration for the non-compete covenants contained in this Agreement and that the restrictions contained in this clause are considered reasonable for the legitimate protection of the Business and goodwill of the Company. However, in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted

or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid and effective.

10.4. The Employee acknowledges and agrees that the covenants and obligations with respect to non-competition and non-solicitation as set forth above shall not be construed to be a restraint of trade against the Employee and relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury. Each of such covenants contained in this Clause shall be construed as a separate covenant and if, in any judicial proceeding, a court shall refuse to enforce any of the separate covenants of this clause, then such covenant shall be deemed included herein only to the extent enforceable as permitted under the applicable Laws for the purpose of such proceeding or any other judicial proceeding to the extent necessary to permit the remaining covenants to be enforced.

11. Warranties:

11.1. Employee confirms and warrants that;

- a) he has carefully read and fully understands all the provisions of this Agreement.
- b) he has not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime (other than minor traffic offences), and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or threatened against him.
- c) he has not been the subject of any adverse court judgment which threatens his solvency or substantially compromises his financial security.
- d) by entering into this Agreement or performing any of the obligations under it, he will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on him. The Employee further undertakes to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if he is in breach of any such obligations.
- e) in the performance of his obligations, the Employee will not utilize or make available to the Company or any of its Subsidiaries/Affiliates any Confidential Information of any third party or violate any obligation with respect to such information.
- f) he has never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.

11.2. This employment is on the basis that the information submitted by the Employee is complete and correct. The Employee agrees and acknowledges that if it is found that the information submitted is false or incomplete or that the Employee has concealed / suppressed certain material information which detrimentally impacts the Company, the Company may terminate employment without providing any notice or pay in lieu thereof in addition to other remedies available to the Company against the Employee under this Agreement and law.

12. **Void or Unenforceable Restrictions.** if any restriction or undertaking is found by any court or other competent authority to be void or unenforceable, the Parties shall negotiate in good faith to

replace such void or unenforceable restriction or undertaking with a valid provision which, as far as possible, has the same legal and commercial effect as that which it replaces.

13. Breach. If any breach or violation of the provisions, covenants warranties, the Employee agrees that damages alone are likely not to be sufficient compensation and that injunctive relief is reasonable and is likely to be essential to safeguard the interests of Company and that injunctive relief (in addition to any other remedies afforded by a court of equity) may (subject to the discretion of the courts) be obtained. No waiver of any breach or violation shall be implied from forbearance or failure by the Company to take action.

14. Indemnities. The Employee, at all times during the course of his employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) agrees to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company actually suffers or incurs as a direct result of acts or omissions of the Employee during the course of employment.

15. Deductions. The Employee agrees and acknowledges that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from the Employee's salary, or final settlement, any outstanding loans, advances or overpayments.

16. Entire Agreement; Termination of Prior Agreements. This Agreement and the agreements and documents referred to herein contain the entire understanding of the Employee and the Company with respect to the services to be rendered by the Employee to the Company and supersede any and all prior understandings, written or oral, between the Employee and the Company and between the Employee and any Affiliate or predecessor of the Company. Any such prior understandings or agreements are hereby terminated and are of no further force and effect. This Agreement may not be amended, waived, discharged or terminated orally, but only by an instrument in writing, specifically identified as an amendment to this Agreement, and signed by the Employee and a duly authorized officer of the Company. By entering into this Agreement, the Employee certifies and acknowledges that he has carefully read all of the provisions of this Agreement and the rules and regulations of the Company and that he voluntarily and knowingly enters into this Agreement.

17. Severability. If any provision of this Agreement or the application thereof to any Person or circumstance shall be invalid or unenforceable to any extent for any reason including by reason of any law or regulation or government policy or any amendment thereof, the remainder of this Agreement and the application of such provision to Persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Republic of India without regard to applicable conflicts of laws principles. The courts in Hyderabad shall have the exclusive jurisdiction in relation to all matters arising out of this Agreement.

19. Notices.

Any notice or other communication hereunder must be given in writing and either (a) delivered in person; (b) transmitted by facsimile, provided that any notice so given is also mailed as provided in clause (c); or (c) mailed, postage prepaid, as follows:

Company	<p>Sai Rahul Varma G CEO & Director Edupolis Education Technology Private Limited, Address: Unschoo, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD, TG 500090 IN Email: rahul@unschoo.in</p>
Employee	<p>Name: Bommali Divya Meghana Address: - Kalpataru Appt.S5,Doctors Colony Vishkapatnam, Email: divyameghana2000@gmail.com Mobile: 7396422563</p>

or to such other address or to such other Person as any Party shall have last designated by such notice to the other Parties. Each such notice or other communication shall be effective (i) if given by mail, three days after such communication is deposited in the mail with first class postage prepaid, addressed as aforesaid, (ii) if given by facsimile, when transmitted to the applicable number so specified in (or pursuant to) this Clause 19 provided that appropriate confirmation of receipt is generated by the facsimile and a duplicate copy is mailed, postage prepaid, or (iii) sent by electronic mail or if given by any other means, when actually delivered at such address.

20. Miscellaneous.

20.1 No delay or omission by the Company or the Employee in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by the Company or the Employee on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

20.2 This Agreement may be modified or amended only by an instrument in writing executed by the Parties hereto and approved in writing by a duly authorized officer of the Company. The Parties hereto agree that in no event shall an oral modification of this Agreement be enforceable or valid.

20.3 The captions of the Clauses of this Agreement are for convenience of reference only and in no way define, limit or affect the scope or substance of any section of this Agreement.

20.4 The Employee has been provided with an opportunity to consult with the Employee's own counsel with respect to this Agreement.

20.5 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from the Employee against any amount payable at any time by the Company to the Employee pursuant to this Agreement.

20.6 The requirements and covenants of Clauses 8 (*Non-Disclosure of Confidential or Proprietary Information*), 9 (*Intellectual Property Rights*), 10 (*Non-Competition Restrictions and Non-Solicitation Restrictions*), 14 (*Indemnities*), 17 (*Severability*), 18 (*Governing Law*), 18 (*Dispute Resolution*), and 20 (*Miscellaneous*) and such other clauses which by their nature survive termination, shall survive and continue in full force and effect after the termination of this Agreement.

21. Internship Period.

21.1 The internship period will be for the 1st 3 months.


21.2 Salary for the Internship period i.e. for 1st 3 months will be INR 9500.

21.3 Salary for the training period i.e. 1st month will be held as training cost and released along with the 2nd month salary to the Employee.

22. Full time Employment.

22.1 The full time employment will start from the 4th Month.

IN WITNESS WHEREOF, EACH OF THE PARTIES HERETO HAS CAUSED THIS AGREEMENT TO BE DULY EXECUTED AND DELIVERED UNDER SEAL, BY ITS AUTHORIZED OFFICERS OR INDIVIDUALLY, AS OF THE DATE FIRST ABOVE WRITTEN.

EMPLOYEE:	COMPANY:
Name: Bommali Divya Meghana <hr/>	 Name: Rahul Varma Title: CEO, Edupolis Education Technology Pvt. Ltd.(Unschool)

SCHEDULE 1

Remuneration breakup

- During the 1st 3 months, the employee is paid a base stipend of 9500 INR and up to 30,000 INR based on performance.
- Refer below for the split-up of the salary structure for the full-time role (after the internship period) at Edupolis Education Technology Pvt Ltd. (Unschool).

Annexure

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	263	3,156
Gross Salary	10,663	1,27,956
Provident Fund	992	11,904
ESIC	347	4,164
Gross Salary FIX	12,002	1,44,024
Variable	-	-
Mediclaime	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	12,002	1,44,024
ESI Employee	80	961
PF Employee	992	
Professional Tax	-	
Take Home	9,591	

(* Subject to TDS deduction)

-Your CTC is Rs 1,44,024/-per annum as the fixed portion and +30,000 INR per month performance-based incentives for the operating year 2021-22 payable monthly.

Other benefits

1. Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

- Refer below for the split-up of the salary structure after completion of 6 months as an New Designation at Edupolis Education Technology Pvt Ltd. (Unschool).

Name	DOJ	Designation
Bommali Divya Meghana	04th July 2022	Operations Executive

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	12,500	1,50,000
House Rent Allowance	5,000	60,000
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	3,700	44,400
Gross Salary	23,200	2,78,400
Provident Fund	1,800	21,600
ESIC	-	-
Gross Salary FIX	25,000	3,00,000
Variable	-	-
Mediclaime	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	25,000	3,00,000
ESI Employee	-	-
PF Employee	1,800	
Professional Tax	200	
Take Home	21,200	

(* Subject to TDS deduction)

-Your CTC is Rs 3,00,000/-per annum as the fixed portion and 2LPA performance-based incentives for the operating year 2022-23 payable monthly.

Other benefits

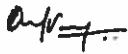
- Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,

for Edupolis Education Technology Pvt Ltd (Unschool)



Rahul Varma
Co-Founder and CEO
Edupolis Education Technology Pvt Ltd. (Unschool)

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____



NAVSTAR INTEGRATED SYSTEMS PVT. LTD.

Plot No. 24, 2nd Floor, C.I.E, Gaudlingar, Balanagar, Hyderabad-500 037
Tel : 040 - 23085173, Fax: 040-23085172

E-mail : navstarsystems@gmail.com, info@navstarsystems.com.



CIN No U74200TG2015PTC101010

GBTIN-30AAFGH1202K2Z0

Appointment Letter

Ref :- NISPL/HR/2022/AP06
Date: 27.09.2022

Ms. Ch Tejaswini
JP Nagar Colony, KBPALEM,
Bapalla mandal, Bapalla,
Andhra Pradesh – 522101

Sub: Appointment Letter – Reg.

Dear Ms.Ch Tejaswini

It is our pleasure to extend the following offer of employment to you on behalf of Navstar Integrated Systems Pvt Ltd, further to the interview and discussions you have had with us, we are pleased to appoint you as RF Engineer - Trainee, in our organization on the following terms and conditions.

In this role you are responsible for assisting in Design, Testing and documentation for development of communication systems as per instructions of Senior Design Engineers. Navstar projects and deliverables. Additionally you are required to undertake responsibility toward testing, trials and design reviews and are also expected to be an active member in Navstar team. You would be on probation for six months further to which your position would be confirmed

Joining Date: 10 Oct 2022

Salary: Your Total Annual Employment remuneration from the company would be Rs.3,60,000/- (Rupees Three Lakh Sixty Thousand Only) all inclusive, with effect from your date of joining. You will be on probation for a period of 06 months effective from your joining date. Post probation, depending on your performance during this period, you will be given confirmation on the employment according to company policy.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your Confirmation in the Company's Service. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your line on the service and the same shall automatically come to an end without any notice or intimation.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration in cash or in kind or otherwise, without the prior written permission of the Company. Breach of confidentiality is found your services will be terminated on fifteen days' notice period, due to any other reasons your services can be terminated on two months' notice on either side.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company. You will be required to maintain utmost secrecy

in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

2. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

3. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

4. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

5. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

6. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Navstar family and look forward to a fruitful collaboration.

With best wishes,

For Navstar Integrated Systems Pvt Ltd


Authorized Signatory



I agree to the terms and conditions and signing this duplicate.

Ch Tejaswini

Chikkala Deenadaya
Chennai
India

OFFER LETTER

Dear Chikkala Deenadaya

Date 08-07-2022

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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- a) during your working hours, or
- b) at company's expenses, or
- c) using any or Company's materials or facilities, or
- d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").

12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.

You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.

13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:

- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
- c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
- d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.

14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.

15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.

16) It will be your personal responsibility to obtain the following within 3 months of joining:

- (a) Valid Driving Licence for driving a light motor vehicle in India.
- (b) Obtain a valid Passport from R.P. Office, Government of India.

17) Please note that that this appointment is subject to clearance of the following:

- a) Background Verification - Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President - HR

Signature: Ch. Deena Daga

Date: 09/07/2022

NAME : Chikkala
DESIGNATION : Deenadaya
GCM Level : Trainee
Grade : 1
Expected DOJ : T1
Joining Location : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) 3,10,000

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Chinthala Pravallika
Chennai
India

OFFER LETTER

Date 09-08-2022

Dear Chinthala Pravallika

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "18-August-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME	:	Chinthala Pravallika
DESIGNATION	:	Trainee
GCM Level	:	1
Grade	:	T1
Expected DOJ	:	18-August-2022
Joining Location	:	Chennai
<u>Component</u>		<u>Amount (Rs.)</u>
Basic		21,005
BOA		1,297
Monthly Gross		22,302
A Annual Gross		2,67,629
Provident Fund		30,247
Gratuity		12,124
B Retirals		42,371
(A+B)		3,10,000
CTC per annum (A+B)		3,10,000

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PL0046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 808 Siddharth, 90, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear DULLA RADHIKA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

HCL

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

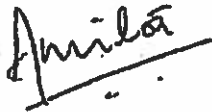
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Eicot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**

✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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Technology Hub, Special Economic Zone

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Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear GALLA HARSHITHA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

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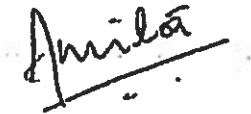
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- * Basic Salary
- * Monthly Allowances
- * Variable Pay
- * Retirals & Insurances Benefit

* **Disclaimer:**
* *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
-
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

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Technology Hub, Special Economic Zone

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear **GANDIKOTA RAJESWARI HARIPRIYA,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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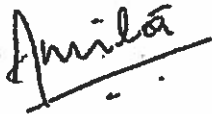
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection.* In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

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You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Cornnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**

✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HRD/3T/1003292985/22-23

Ms. Ganpiseti Sruswapna
No-3-131,
Main Road,Athota
Tenali-522306
India

Ph: +91-9701694163

Dear Ganpiseti,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo
<richard_lobo@infosys.com>, Validity Unknown

Digitally signed by Richard Lobo
Date: 2022.07.01 10:09:20 IST
Reason: Digitally Signed
Location: Bangalore

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July 1, 2022

HRD/1003292985/22-23

Ms. Ganpiseti Sruswapna
No-3-131,
Main Road,Athota
Tenali-522306
India

Ph: +91-9701694163

Dear Ganpiseti,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

Your scheduled date of joining the employment of the Company will be **08-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

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

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

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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.

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

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Ganpiseti Sruswapna			
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 successful completion of six months)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Ganpiseti Sruswapna		
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/1002936911/22-23

Ms. Inturi Lavanya Lavanya
D.No 4-105,Bhavanavaripalem(V),
Pitlavaripalem(M),Guntur(Dt),
Bapatla-522311
India

Ph: +91-7093744234

Dear Inturi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO**EVP and Head Human Resources - Infosys Limited**

Certification signature by Richard Lobo
richard_lobo@infosys.com, Validity Unknown

Digitally signed by Richard Lobo
Date: 2022.09.02 11:37:34 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

HRD/1002936911/22-23

Ms. Inturi Lavanya Lavanya
D.No 4-105,Bhavanavaripalem(V),
Pitlavaripalem(M),Guntur(Dt),
Bapatla-522311
India

Ph: +91-7093744234

Dear Inturi,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

Your scheduled date of joining the employment of the Company will be **14-Nov-2022**.

Location

Your location for employment is **MYSORE, India** .

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

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

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

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

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

Performance-linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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.

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

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Inturi Lavanya Lavanya		
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 successful completion of six months)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	Ms. Inturi Lavanya Lavanya		
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

Jarubula Gayathri
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Jarubula Gayathri

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

Fwd: Pactera Edge_Offer Letter_Engineering Trainee Inbox



Sravani Kakollu <sravanikakollu3@gmail.com>
to me

May 29, 2022, 4:10 PM

----- Forwarded message -----

From: IndiaHR <indiahr@pacteraedge.com>
Date: Mon, 23 May 2022, 5:47 pm
Subject: Pactera Edge_Offer Letter_Engineering Trainee
To: sravanikakollu3@gmail.com <sravanikakollu3@gmail.com>

Dear Kakollu Sravani,

Congratulations! We are pleased to confirm that you have been selected to work for Pactera India Technologies Pvt Ltd.

You are offered the position of Engineering Trainee with an annual cost to the company of INR 3,50,000 and additionally INR 50,000 Bonus upon successful completion of 1 year with the company.

You are supposed to join the organization on 30th May 2022(Monday), without fail.

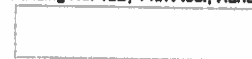
Please acknowledge this email and send your acknowledgment by 24th May 2022(Tuesday), to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Pactera Edge and look forward to working with you.

Please be available for orientation on 30th May at 10 AM with the required documentation as per the below checklist at Building No. 12D, 14th Floor, Raheja Mind space, Madhapur, Hyderabad.

1. PAN Card
2. Aadhaar Card
3. Bank Account Details – Preferably ICICI Account
4. Signed Indemnity Bond Agreement
5. Passport size Photo
6. Resume

Regards,
Human Resources – India
Building No. 12D, 14th Floor, Raheja Mind space, Madhapur, Hyderabad.



Pactera Technologies India Private Limited

This message (including any attachments) contains confidential information intended for a specific individual and purpose and is protected by law. If you are not the intended recipient or have received this transmission in error, please contact the sender by reply email and destroy all copies of the original message. Any unauthorized review, use, copy, dissemination, or disclosure of this email is strictly prohibited.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLCO48369

Technology Hub, Special Economic Zone

Plot No - 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 808 Siddharth, 96, Netaji Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear KANNA REVATHI,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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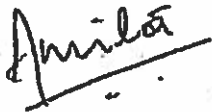
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**
✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
-
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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Technology Hub, Special Economic Zone

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear KAVITHA RANI KASULA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**

✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



27 July 2023

Koppuravari Jyoti Priyanka
T14553
Hyderabad

Subject: Letter of Employment

Dear Jyoti,

We at TeamLease Digital ("Company"), would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback and prudent risk taking. It also places a demand upon the employees to be active and innovative with the ability to create, gather and use knowledge.

On the basis of your application and our discussions, we are pleased to appoint you as **Associate Career Consultant** in the department of Hiring at Hyderabad at TeamLease.

Your total compensation will be INR 240000 per annum consisting of INR 240000 per annum 'fixed pay'.

Your Date of Joining is 27 Jul 2023.

As an acceptance of the terms and conditions set out in this letter, read with the annexures (together the "Letter of Employment"), you are required to sign and return a scanned copy of the Letter of Employment to us on email (hr@teamlease.com).

This letter is to be read in conjunction with the terms and conditions of employment in **Annexure 1**. Additional elements of your remuneration are detailed in **Annexure 2**.

We would like to take this opportunity to welcome you to our Company and hope you find your tenure with the Company both enjoyable and rewarding.

Yours sincerely,
for TeamLease Digital,

A handwritten signature in black ink that reads "Padmini".

Padmini Vinay
Assistant Vice President - HR

TeamLease Digital Private Limited (formerly TeamLease Staffing Services Private Limited)

CIN No: U74999MH2016PTC283227

Registered Office : 315 Work Avenue Campus, #77, Ascent Building, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore - 5600951

**LETTER OF EMPLOYMENT – TERMS & CONDITIONS
ANNEXURE 1**

1. DOCUMENTATION:

- 1.1 At the time of joining we request you to furnish copies of certain documents as may be requested of you, such as in relation to your educational qualifications, previous employment (such as relieving letter), Aadhar, PAN, bank account details etc. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining.
- 1.2 In case you do not submit the aforesaid documents within 30 days from your date of joining, we shall be constrained to hold back your salary till such time as the documents are furnished. If the aforesaid documents are not submitted within 60 days from your date of joining, the Company reserves the right to terminate your employment.
- 1.3 You agree and consent to the Company undertaking relevant background checks on you, including in relation to your identity, address, any criminal record, your educational qualifications and previous employment, either by itself or through third party agencies, as the Company deems fit. The Company may accordingly require you to submit such documents or information as necessary in connection with your appointment to and continued employment with the Company. Your appointment and continued employment with the Company is contingent upon the completion of the aforementioned background checks/verification, to the Company's satisfaction, which checks/verification may be undertaken by the Company either prior to the commencement of your employment or at any time during your employment. The Company hereby reserves the right to initiate suitable action including and up to the termination of employment in the event you fail the background verification process, or if the Company otherwise becomes aware of any adverse information related to you, at any time during your employment. Your continued employment with the Company is also subject to you being found to be medically fit for employment, which will be determined at the sole discretion of the Company.

2. PROBATION:

You will be on a probation period of 6 Months from the date of joining and your confirmation will be subject to satisfactory completion of your probation period. The Company reserves the right to extend the probation period by a further period of up to 3 months. Your services shall be automatically assumed to be confirmed at the end of the probation period, unless extended in writing. During the probation period your employment is terminable by either party by giving 30 Days notice. After confirmation of employment, termination of this Letter of Employment will be governed by the Termination clause set out below and in line with the prevailing Company policy.

3. REMUNERATION:

- 3.1 Your monthly salary will be paid to you in arrears. The remuneration payable to you under this Letter of Employment is inclusive of any additional work that you may be required to undertake beyond the designated work timings to complete your regular duties and responsibilities, or to satisfy any business exigencies. The detailed salary break up is provided in Annexure A.
- 3.2 Your performance and salary may be reviewed on an annual basis, however, any increase in salary shall not be a matter of right and will only be provided at the Company's sole discretion. All existing employees, and new joiners who join the Company on or before September 30 of the relevant financial/performance year, will be eligible to participate in the annual performance review process.

TeamLease Digital Private Limited (formerly TeamLease Staffing Services Private Limited)
CIN No: U74999MH2016PTC283227

Registered Office : 315 Work Avenue Campus, #77, Ascent Building, Koramangala Industrial Layout, Jyothi
Nivas College Road, Koramangala, Bangalore - 5600952

4. PERFORMANCE PAY:

You will also be eligible to participate in the Company's Performance Pay plan / Incentive Plan as applicable to your role and if the same forms part of your remuneration structure, as set out under Annexure A of this Letter of Employment. You will be entitled to receive any performance pay / incentives only if you are an active employee of the Company at the time of when such a payment is made. It is clarified that you will not be entitled to receive any performance pay / incentives if you are on your Notice Period (defined below) at the time when the performance pay / incentive is made. Your "on target earnings" will be governed by the performance pay policy of the Company.

5. TERMINATION:

5.1 This letter of employment ("Letter of Employment") is terminable by either party for any reason by giving 30 days written notice to the other ("Notice Period").

5.2 It is clarified that the Company reserves the right, at its sole discretion, to require you to not serve the whole or part of the Notice Period and accordingly, provide you with notice pay in lieu of all or part of the Notice Period. If the Company waives the Notice Period or a part thereof pursuant to a request from you, the Company reserves the right to accept payment from you in lieu of such unserved Notice Period.

5.3 Notwithstanding anything contained in this Letter of Employment, in the following circumstances, the Company shall have the right to immediately terminate your employment without notice or payment in lieu thereof:

- (a) You commit any material breach of this Letter of Employment of any Company policies.
- (b) For non-performance of any duty assigned to you pursuant to this Letter of Employment or for being grossly negligent in the conduct of your duties.
- (c) If you wilfully disobey a lawful or reasonable order from the Company or violate the policies of the Company.
- (d) If you are found to have committed any dishonest act or by your actions and/or omissions, bring the Company, its officials or any other person connected with the Company to disrepute.
- (e) If you commit any fraud or are found to have assisted in the conduct of a fraud, or have otherwise not been ethical and diligent.
- (f) If you have made or given a false statement or document testifying to your ability or competence or relating to your state of health knowing that it is false.
- (g) If you are found to be under the undue influence of drugs or alcohol during office hours or business events.
- (h) On any other acts of misconduct including without limitation conviction for criminal offences, disloyalty, moral turpitude etc.
- (i) On violation of your confidentiality obligations towards the Company, as identified in this Letter of Employment.

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- (j) If you have misrepresented or omitted from disclosing any relevant information in relation to your appointment / employment, as may be sought by the Company, including in relation to the background verification process.
- (k) engaging in personal activities during work hours.
- (l) being unavailable on the phone and/or on email during work hours.
- (m) dressing inappropriately or misbehaving during video/audio calls.
- (n) Any particulars mentioned in your application are found false at any point of time or you have been found to have wilfully suppressed any material information.
- (o) You become insolvent or bankrupt or are charged with any criminal offence, which is prejudicial to the interest of the Company.
- (p) If during any ongoing investigation in any disciplinary matter, or at any time thereafter, you are found to be retaliating against the complainant, coaching witnesses or tampering with evidence.

(referred to as "Termination for Cause")

- 5.4 The abovementioned instances do not constitute an exhaustive list of events that can result in Termination for Cause but are merely indicative. If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disorderly behaviour, negligence, indiscipline, absence of duty without permission or any other conduct considered by us as detrimental to the interests of the Company.
- 5.5 In the event of termination of your employment, the Company would make all payments due to you up to your last working day, less any amounts due from you to the Company, including all applicable statutory payments, and such payments shall be deemed to be in discharge of all liabilities and obligations of the Company towards you and you shall not be entitled to claim any further amounts from the Company.
- 5.6 **Return of Company Property** Upon the initiation of the cessation of your employment with the Company, for any reason whatsoever, or at any other time as requested by the Company, you will immediately return to the Company (or its authorised representative) any property of the Company which may be in your possession, custody or control including without limitation, all documents, correspondence, records, notes, reports, equipment, business cards, keys, company vehicle, security and computer passes, credit or charge cards, laptops, mobile telephones, vehicles (including its keys and documentation), any IP Materials (as defined below) and any copies thereof, which belongs to the Company or contains Confidential Information (as defined below) about the Company, its employees, staff, representatives, directors and/ or affiliates. In the event you are working from home at the time of termination of employment, you may be required to return official property in the manner prescribed by the Company at the time.
- 5.7 **Non-Disparagement:** During the course of your employment with the Company and upon cessation thereof, you shall refrain from making any adverse written or oral statement in or through any medium (including but not limited to social media) or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of the Company or its group companies, publicly or otherwise. You shall also refrain from suggesting to anyone that any written or oral statements concerning the Company or its group

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companies, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

6. TIMINGS:

Your work timings will be as per the Company's rules pertaining to the office to which you are currently attached. However, if you are required to work on shifts, your work timings will be communicated to you by your reporting manager, in advance.

7. LOCATION AND TRANSFER:

7.1 While you will generally be based out of the Company's office at Hyderabad, the Company reserves the right to require you to work from home, either temporarily or permanently. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment or any other associate or group company to meet the Company's business needs, whether for a temporary or permanent basis, for which there will be no additional remuneration. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

7.2 In the event that you are asked to work from home or upon your request for the same, have been given permission to work from home, you may be asked to report to a specific office location or base location, based on business requirements. In such cases, it is mandatory that you should report to the aforementioned office location with all company assets within [24] hours of receiving an email notice from the reporting manager / Human Resource personnel, communicating the requirement for you to report to the base location/office location. If you fail to report to the base location within such time as required by the Company and/or fail to submit or return any data or property belonging to the Company within such time as may be so required by the Company, the Company is empowered to initiate any action to recover such data or property from you, at your home location.

8. TRAVEL:

You will be required to undertake travel (in India and other countries) on Company work, for short or long durations, and you will be reimbursed travel expenses for this as per Company rules.

9. COMPLIANCE WITH COMPANY POLICIES:

By accepting and signing this Letter of Employment, you hereby confirm that you will comply with all lawful instructions of the Company and with Company policies, standards, procedures, guidelines and codes of practice and/or conduct relating to your work (including but not limited to the Code of Conduct, and policies on (i) protection of interest; (ii) conflict of interest; (iii) prevention of sexual harassment at workplace; (iv) data privacy; (v) anti-corruption and gifts; (vi) equal opportunity at the workplace; (vii) occupational health, safety and employee security; (viii) free and fair competition; (ix) prohibition on insider trading; (x) related party transactions; (xi) dealing with third parties; (xii) financial reporting and accounting; (xiii) handling of violations or any whistle-blower policy as may be amended, replaced or issued from time to time and take steps to ensure so far as reasonably possible compliance by those for whom you are responsible. It shall be your obligation to ensure that you are familiar with the latest policies of the Company, and ignorance of any policy shall not be considered a valid justification for non-compliance with the same. The policies of the Company may be accessed in the Employee Handbook that can be accessed upon joining on this link: https://drive.google.com/file/d/1UrgLaQ8fvIJsS1C_VN2ZGTAb2uC_eVI9/view

9.1 If you suspect that there has been a breach or potential breach of any Company policy, standard or guideline or any other misconduct, you are obligated to report the same to the Company. You must

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report this promptly, without any undue delay, either to your line manager or to the Human Resources department.

10. RETIREMENT:

You will retire from the services of the Company on the last day of the month in which you complete the age of 60 years, or such other retiring age as the management of the Company may decide.

11. OTHER BENEFITS:

Female employees of the Company will be entitled to leaves and other benefits as per the Maternity Benefit Act, 1961 based on your eligibility. Details of the maternity benefits provided by Company may be accessed in the Employee Handbook.

11.1 You will be also entitled to the benefits under the Employee's Compensation Act, 1923 based on eligibility and applicability.

12. CONFIDENTIALITY AND NON-DISCLOSURE:

12.1 TeamLease possesses valuable confidential information relating to its current and future businesses, employees, compensation, personnel information, customers, business plans, investments, transactions and general business operations. In the course of employment with the Company, employees may need to review, or use the Company's Confidential Information (defined below) and materials or to create new Confidential Information and materials for the Company. Hence, it is necessary for TeamLease to set out the obligations of its employees to maintain confidentiality.

12.2 "Confidential information" shall mean and include, but not be limited to mean information relating to the Company's database, product and property plans, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, clients, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been: previously published or disclosed to the general public; previously available without restrictions; and which information the Company desires to protect against unrestricted disclosure or use, or information which amounts to a trade secret (including but not limited to scripts, processes, policies, methods, technical data and know-how).

12.3 All employees of TeamLease shall comply with the following:

- (a) To hold any Confidential Information in a fiduciary capacity for the benefit of the Company. Further, you undertake to observe the strictest secrecy in all matters pertaining to the Company, its clients, associated companies and not to divulge or disclose at any time Confidential Information received as an employee of the Company to any unauthorised person during or after your employment.
- (b) Not disclose any Confidential Information / confidential material of TeamLease or its related third parties, to other third parties without the prior written authorization of the Company. However, the employee may disclose Confidential Information in accordance with judicial or other governmental orders, provided the employee shall give the Company a reasonable notice, prior to such disclosure so as to enable the Company to take necessary steps to ensure such disclosures are limited to the maximum extent possible under law and shall comply with any applicable protective order or equivalent.

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- (c) Not use any Confidential Information or confidential materials of the Company for any purposes except those expressly contemplated by or as authorized by the Company.
- (d) Take reasonable security precautions to keep secure the Confidential Information.
- (e) Notify the Company immediately upon discovery of any unauthorized use or disclosure of Confidential Information or confidential materials, or any other breach of this obligation by any individual.
- (f) Respect the confidential information of other parties with whom the Company does business or competes and avoid any attempts at acquiring professional classified information by improper means.
- (g) The Company prohibits the use of Confidential Information for your own benefit or for the benefit of any other person, firm or entity. This includes not divulging Confidential Information concerning the Company, its operations or employees to any other employee unless you are sure of their right to receive it.
- (h) The terms of this clause shall continue to operate and apply after the termination of your employment without limit in time, but do not apply to information that is or comes into the public domain other than through any unauthorised disclosure by you.
- (i) Any breach of the obligation as set out in this clause may, in particular, lead to the immediate termination of this Letter of Employment, without notice or payment in lieu thereof to you.

13. USE OF COMPANY ASSETS:

13.1 Real Estate and Movables

TeamLease property and assets, e.g. buildings, infrastructure and equipment, shall be managed and safeguarded in an appropriate manner. You shall observe the Company's security requirements concerning access to and use of the Company's facilities, IT resources, electronic resources and documents. The Company's equipment and property may be used for personal purposes only if expressly agreed in connection with the employment or as a result of TeamLease rules and guidelines.

13.2 Intellectual Property

- 13.2.1** The result of all work undertaken by you (whether or not copyrightable) and all patentable and unpatentable inventions, discoveries, and ideas (including but not limited to any computer programs, applications and/or process) and any and all other proprietary rights relating to such works, inventions, discoveries or ideas, which are made, conceived or prepared by you ("Intellectual Property") during the course of your employment with the Company, shall be the sole and exclusive property of Company by reason of their being works prepared under a contract of service or being works for hire, and you will retain no right or interest in such Intellectual Property. You hold on trust for the Company and do hereby assign and, to the extent not assigned for any reason whatsoever, agree to assign, transfer and convey in the future, without any additional payment or consideration to the Company all of your worldwide rights, title and interest in and to any and all Intellectual Property relating to the performance of your duties for the Company and all works made, prepared or conceived by you during the period and scope of your employment with the Company. To the extent that ownership of the Intellectual Property does not belong to the Company by operation of law, you agree to do everything necessary to assign to the Company, or failing that, you hereby grant to the Company a worldwide, enterprise-wide, perpetual, unlimited right and license to it, all Intellectual

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Property (upon its creation) including all present and future revivals and extensions, to use, modify, improve, interpret, compile, recompile and further sub-license the Intellectual Property for any purpose of the Company and without identifying or seeking your consent.

- 13.2.2 You understand and agree that the assignment or license of such Intellectual Property to the Company shall not lapse by reason of the assigned or licensed Intellectual Property not being exercised by the Company for any period of time. You will not lay any claim to the rights, even after the cessation of your employment with the Company.
- 13.2.3 You hereby irrevocably appoint the Company as your attorney for the purpose of (a) ensuring that the ownership of the Intellectual Property vests in the Company and (b) for the purposes of seeking registration or other statutory protection in relation to the Intellectual Property. You acknowledge that such appointment of the Company as the attorney shall not be terminated to the prejudice of the Company.
- 13.2.4 You will remain the owner of all independent, pre-existing Intellectual Property owned or licensed by you independent of your employment with the Company ("Prior IP"). You will not incorporate any Prior IP in any of the Intellectual Property without the prior written consent of the Company. In the event, you incorporate any Prior IP in any of the Intellectual Property, you hereby grant the Company a worldwide, enterprise wide, perpetual, royalty-free license to use, modify, improve, interpret, compile, recompile and further assign any Prior IP which has been incorporated by you in the Intellectual Property to the extent required for the Company to exercise its rights in the Intellectual Property.

14 EXCLUSIVITY

- 14.1 As an employee of TeamLease, you shall devote your full time to the business and interests of the Company during the term of this Letter of Employment and shall not, whether or not during business hours, engage directly or indirectly in any trade or business or profession outside the Company, or undertake any other employment, with or without any commercial gain. Breach of this condition shall lead to immediate termination of the employment by the Company without any notice or compensation in lieu thereof.
- 14.2 Notwithstanding the above, you may be involved in certain activities which are not in conflict with the interests of the Company, such as non-profit work, holding directorship positions, teaching activities etc. after obtaining prior written approval from the Company in this regard and as long as such activities do not materially interfere with the performance of your duties for the Company. You may write to hr@teamlease.com to obtain necessary permission in relation to the above.

15 INFORMATION HANDLING AND PROTECTION OF PERSONAL DATA:

15.1 Information, communication and contact with the media

All information from TeamLease shall be reliable and correct, and shall maintain high professional and ethical standards. All of those who, through their work, deal with information about the Company are responsible for meeting these standards. Communication with the media, the public and the financial markets shall take place only by appointed Spokespersons and in accordance with established guidelines that satisfy the regulations and practices applicable to publicly listed companies, irrespective of whether the Company itself is listed or not.

15.2 Protection of personal data

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- 15.2.1 You agree and acknowledge that you will need to comply with the Company's policies and procedures in relation to privacy and data protection as may be communicated to you from time to time. Any breach of such policies and procedures shall be treated by the Company as a breach of this Letter of Employment.
- 15.2.2 You acknowledge that the Company may be required to collect, retain, transfer, process and store the employee's personal information including any sensitive personal data or information ("SPDI") such as, *inter alia*, financial information, medical records and history and biometric information as defined under the Information Technology (Reasonable Security Policies and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("SPDI Rules"). You hereby give your consent to the Company, to collect, retain, process and transfer outside India any personal information (including SPDI) relating to you for lawful purposes in the course of its business. You also consent to sharing and transfer of your personal data (including SPDI) with third parties, which may also include transfer of the SPDI outside India and do all such acts as may be requested by the Company to effectuate such sharing and transfer. In the event of a change in the law applicable to data protection in India, you expressly consent to the Company's continued use, storage, collection and disclosure of your personal information and agree to provide such additional consents and approvals, in such form and manner, as may be requested by the Company. If you choose not to provide the Company with such additional consents and approvals, the Company may need to alter the terms of your employment.
- 15.2.3 In case of any change in personal information, you will inform the Company within [7 (seven)] working days of such change.

16 BREACH OF COVENANTS:

In the event of breach or threatened breach of the covenants set forth in this Letter of Employment and given that such a breach can result in the Company suffering irreparable harm in certain cases, the Company will be entitled to seek an injunction restraining you from committing such breach and/or claim damages. Nothing contained herein shall be construed as prohibiting the Company from pursuing any other remedies available to it for such breach or threatened breach, including initiating criminal proceedings against you under applicable law, initiating civil action against you to claim damages for any such breach etc. Any such action against an employee will be decided on a case-to-case basis.

17 AMENDMENT:

The Company reserves the right to reasonably change the terms and conditions of this Letter of Employment and the policies of the Company, as may be required from time to time. Any such change will be notified in writing.

18 SEVERABILITY:

Each provision of this Letter of Employment is severable and distinct from the other and if at any time one or more of such provisions is or becomes invalid, void and/ or illegal, the enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

19 ASSIGNMENT:

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You shall not transfer, assign or otherwise convey this Letter of Employment and all or any of your rights and obligations hereunder to any party, except with the prior written permission of the Company.

20 GOVERNING LAW:

This Letter of Employment shall be governed, interpreted, construed, and enforced in accordance with the laws of India. The Company and you agree to submit to the exclusive jurisdiction of the courts in Bengaluru for any matter arising out of / in connection with this Letter of Employment.

21 SURVIVAL:

You undertake to, notwithstanding the cessation of your employment, co-operate with the Company, its legal advisors or representatives in relation to any current or future investigation or litigation or other administrative or legal proceeding against or asserted by the Company relating to any matter with which you were involved or of which you have knowledge or which occurred during the term of your employment. Termination of this Letter of Employment shall not affect those provisions hereof that by their nature are intended to survive the termination, including the provisions of the following clauses: (i) Confidential Information, (ii) Intellectual Property, (iii) Information Handling and Protection of Personal Data, (iv) Severability, (v) Governing Law, (vi) Notices and Signatures, (vii) Authorisation to Notify New Employer, (viii) Survival, will survive the expiry of this Letter of Employment.

22 NOTICES AND SIGNATURES:

22.1 All notices, requests, demands or other communication required or permitted to be given under this Letter of Employment and the provisions contained herein shall be in writing in English language and are effective upon delivery to the applicable party (whether by mail, fax, personal delivery or otherwise) at the address, and in the case issued to the Company, marked to the attention of the person indicated below:

If to the Company, at:

Attention: HR Department

Address: TeamLease Serviced Limited, 315 Work Avenue Campus, #77, Ascent Building, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore - 56009510
Email ID: hr@teamlease.com

If to the employee, at:

Address: Telangana state, Hyderabad, kukatpally housing board 500085

Email ID: kuppuravurijyothipriyanka@gmail.com

- 22.2 The address for notice specified above may be changed by giving 5 (five) days' notice to the other party,
- 22.3 You acknowledge that you control, and will regularly check the above email address, and that any notice sent to you by email will be deemed to have been received 24 (twenty-four) hours after it is sent out from the servers of the Company addressed to the above email address.
- 22.4 You may change or supplement the addresses given above, for purposes of this clause, by giving the Company written notice of the new address in the manner set forth above.
- 22.5 To avoid ambiguity, it is clarified that any documents or agreements may be executed by way of electronic or digital signatures, or by other legally recognized means, and that any documents or agreements sent by way of email shall be considered to have been properly delivered.
- 23 ENTIRE AGREEMENT**
- Except as otherwise stated herein, this Letter of Employment contains the entire understanding and agreement between the Company and you in relation to your employment. You represent and acknowledge that in executing this Letter of Employment, you do not rely and have not relied upon any representation or statement made by the Company or its agents, representatives or attorneys which is not set forth in this Letter of Employment.
- 24 FORCE MAJEURE AND RELATED MATTERS**
- 24.1 In case of the occurrence of any event which is beyond the control of the Company which cannot reasonably be foreseen and which substantially affects the performance of this Letter of Employment or the business of the Company such as natural calamities, pandemics, acts of Government, war, quarantines, terrorist attacks, a shortage of power or raw materials, accumulation of stocks or the breakdown of machinery etc., the Company shall have the right to terminate your employment or suspend or implement a lay off without pay, for any duration, if the Company, in good faith believes that it is unable to utilize your services under this Letter of Employment. The Company shall not be liable for any default or non-performance of obligations under this Letter of Employment in case of any default or non-performance of obligations as a consequence of events of the nature discussed above.
- 24.2 In case of the occurrence of events of the nature envisaged above, or even otherwise to meet its business needs, the Company may also at its discretion choose to implement lesser measures, such as, modification of the salary structure, imposition of leave without pay/furlough, deduction of leaves from the leave balance, reduction of salary, defer payment of salaries (though, to the extent required under applicable law, the Company will continue to provide necessary benefits and make applicable statutory contributions) etc.
- 25 AUTHORISATION TO NOTIFY NEW EMPLOYER**
- In the event of cessation of your employment, you hereby grant consent to the Company to notify any new employer and/or any third party about your obligations under this Letter of Employment. If necessary, the Company has a right to disclose this Letter of Employment to any new employer or third parties.
- 26 We request you to confirm your acceptance of this letter of employment by replying to the email, with the confirmation of your acceptance.

**REMUNERATION DETAILS
ANNEXURE 2**

Particulars	INR Monthly	INR Annually
Basic	8000	96000
HRA	3200	38400
Statutory Bonus	1750	21000
Special Allowance	4919	59028
Employer's PF Contribution	1550	18600
Employer's ESI Contribution	581	6972
Fixed (A)	20000	240000
Performance Pay (B)		0
Total Compensation (C = A + B)	20000	240000
Employer's Gratuity Contribution	385	4620
Mobile Reimbursement Eligibility Limit	500	6000
Group Mediciam & Group Personal Accident Insurance Premium	166	2000
Group Term Life Insurance Premium	166	2000
Total Benefits (D)	1217	14620
Total Rewards (C + D)	21217	254620

Net Pay Annexure:

Earnings	Monthly
Basic	8000
HRA	3200
Statutory Bonus	1750
Special Allowance	4919
Total Earnings	17869
Deductions	
Employee PF Contribution	1550
Employee ESI Contribution	135
Total Deductions	1685
Net before Tax	16184

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Note:

- Net Pay is subject to applicable tax as per location; Income tax will be as per act, 1961
- You will also participate in the company's incentive plan only if and as applicable to your role. The plan will be communicated to you by your manager, if applicable.
- Details of Benefits:-
 - Gratuity will be paid only upon exit from the Organization, subject to and in accordance with the Gratuity Act, 1972, the prevailing Company policy and the subsequent amendments to it
 - Mobile Reimbursement can be claimed monthly at actuals basis bill/(s) submission and subject to limit specified
 - Company Borne Group Mediclaim Insurance (GMC) coverage is only for Self upto INR 1,00,000 per annum. You can choose to opt for an enhanced GMC coverage upto INR 3,00,000 or INR 5,00,000 or INR 10,00,000 per annum and/or add upto 5 dependents (Spouse, Children and Parents (or) In-laws but not both Parents & In-Laws) and if you do so, the corresponding incremental premium shall be deducted from your monthly payroll. Current Policy year is from 1st Jul'23 to 30th Jun'24 and the premium may change every policy year..
 - Company Borne Group Personal Accident Insurance (GPA) coverage is only for Self up to an amount of INR 2,00,000 per annum. With no additional premium from you, the GPA coverage automatically increases to INR 5,00,000 per annum in case you opt for enhanced GMC coverage. The Policy period starts from 1st Jul'23 to 30th Jun'24 and the premium may change every policy year.
 - Company Borne Group Term Life Insurance coverage of INR 500000 for you. Current Policy year is 17th Feb'23 to 16th Feb'24 and the premium may change every policy year.
 - Please refer to the employee handbook for details on all the benefits.

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OFFER LETTER

To,

Koritala Vasanthi,
C/O Bulli Veeraiah,
2-87/7A, Devarapalli,Prakasam, Andhra Pradesh-523169,
Email: vasanthikoritala678@gmail.com
Phone: + 91 7702523095

2nd June 2022,

Dear Koritala Vasanthi,

Subject: Offer Letter

We, at Pactera Technologies India Private Limited, a company incorporated and registered under the provisions of Indian Companies Act, 1956, as amended having its registered office at 2nd Floor, Isprout, Purvasummit building, Whitefield's, Kondapur, Hyderabad, Telangana – 500081 (hereinafter referred to as the "Company"), have the pleasure in appointing you as an Engineering Trainee on the following terms and conditions, read with Company policies, applicable laws and other rules and regulations formulated from time to time by the Company:

1. APPOINTMENT, RESPONSIBILITIES AND OBLIGATIONS:

- 1.1. Subject to terms and conditions agreed under this Letter of Appointment and Company Policy, your date of appointment is 30th May 2022 as an Engineering Trainee of the Company.
- 1.2. There is an agreed training period for 18 months from the date of joining.
- 1.3. This Letter of Appointment does not constitute a contract of employment for any specific period but creates an "at-will employment" relationship, post the completion of 18 months training period from the date of joining. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the at-will relationship have been made during any of your pre-appointment discussions with the Company, and that your appointment with the Company is subject to the terms and conditions set forth in this letter.
- 1.4. You are required to fully disclose any situations that reasonably could be expected to give rise to a conflict of interest. If you suspect that you have a conflict of interest, or something that others could reasonably perceive as a conflict of interest, you must report it immediately to your reporting senior named below. Conflicts of interest may only be waived by the Company's Board, or the appropriate committee of the Board.
- 1.5. You will report to India Delivery Centre Head and will be working at the Hyderabad office of the Company. However, in respect of his role, duties and responsibilities, and the needs, the Company will be within its right to transfer you for work or loan the duties to be performed by you to other locations of the Company.
- 1.6. The probation period will be for Twelve (12) months from the date of this Letter of Appointment. The Company can extend the period of probation for any such number of days or months for better assessment of performance in its sole discretion. Upon satisfactory completion of the probation

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period, you will be confirmed into employment with the Company and a formal employment agreement will be signed with you. During Probation Period, the Company may terminate this appointment after giving one month written notice. Pursuant to completion of the 18 month's training period from the date of joining, either party may terminate the employment after giving two months written notice OR as may be specifically agreed upon in the employment agreement signed between the Company and you.

- 1.7. During the period of probation, your services can be terminated by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Management. On confirmation and completion of your 18 months training period of your services in the Company, your services shall be terminable by giving three months' notice on either side at the sole discretion of the Management.
- 1.8. You are required faithfully devote his best efforts and full working time, attention and skill to be business of the Company as is necessary to effectively perform your obligations. You shall perform your obligations, responsibilities and duties in coordination with other employees and consultants of the Company. You have represented that you are / are not a member of any trade union and that you shall not involve in any activity that restricts or in any way affects your working time and/or performance of your duties in furtherance to this Letter of Appointment.
- 1.9. You are required to adhere to all the policies, guidelines, rules and instructions of the Company and/or as applicable on the Company (including its employees, agents, consultants etc.) through parent or group company and whether currently effective or to be made effective including without those on anti-corruption, code of business conduct & ethics, workplace anti-harassment, etc. ("Company Policy"). You hereby acknowledge that the Company's Policy are subject to change, amendment and it shall be your duty to comply with the same or any amended or modified version of the same from time to time.
2. **COMPENSATION.** Subject to Company Policy, the Company agrees to provide you compensation CTC of 3,50,000 LPA (Indian Rupees Three Lakhs and Fifty Thousand) during the Term of his employment with the Company pursuant to the terms and conditions of this Letter of Appointment. Also onetime training bonus of 50,000 (Fifty Thousand INR), to be paid after successful completion of the One Year.
 - 2.1. **Base Salary.** From the effective Date of this Letter of Appointment, the Company agrees to pay you, unless otherwise adjusted as provided in this Section 2.1, an annual salary of INR 3,29,000 (Indian Rupees Three Lakhs Twenty Nine Thousand) (the "Base Salary), payable monthly in accordance with the Company's payroll policies and procedures. Any payments to be made to you under this Letter of Appointment shall be subject to applicable tax deductions.
 - 2.2. **Business Expenses:** The Company agrees that you shall be entitled to reimbursement for all reasonable expenses that you may incur in the performance of your duties and obligations under this Letter of Appointment; provided, however, that such reimbursement shall be subject to the Company's policies for business expense reimbursement, and you shall be required to submit to the Company acceptable documentation for all such expenses.
 - 2.3. Employee-benefits as available under applicable laws will be extended to you as and when you become eligible for the same.
 - 2.4. You shall be entitled to medical insurance benefit subscribed by the Company as per terms & conditions provided in the Company Policy. The medical insurance policy is to support you, your spouse and up to two children as dependents from unanticipated medical requirements
 - 2.5. Your salary will be reviewed once each year based on our performance management norms and

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the existing policy of the Company and your performance each year and on such effective date as applicable to employees in your category. However, to be eligible for being considered for any salary revision as per above, you must have worked for at least six complete months from the date of your joining failing which the revision shall be considered in the following year

- 2.6. Upon your termination, you agree that payment of your compensation through the date of termination, subject to all authorized deductions, shall fully satisfy all claims under this Letter of Appointment against the Company, its parents, subsidiaries, affiliates and related companies.

3 LEAVES

As per Company's Policy, the Employee is entitled to earned leaves, casual leaves, sick leaves, during each calendar year availed as per Company Policy, during the Term of his/her employment pursuant to this Agreement. Further, Employee may carry forward un-availed paid leaves, as per the terms and conditions stated in the Company Policy.

4 NON-DISCLOSURE.

- 4.1. During and after your appointment with the Company, you shall not, directly or indirectly, disclose any Confidential Information, as defined hereunder, unless such disclosure is: (i) to a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of his duties as an employee of the Company; or (ii) authorized in writing by the Company; or (iii) required by any court or administrative agency.
- 4.2. If this Letter of Appointment is terminated for any reason, you shall, within 24 hours from this appointment being terminated (sooner if requested by the Company), return all Confidential Information as per instructions issued to you.
- 4.3. **"Confidential Information"** means any non-public technical information, trade secrets Intellectual Property and any other confidential information regarding the business affairs of the Company or its stockholders or any of their respective affiliates, employees, agents or assigns including, without limitation, any information concerning methods or business operations; information comprising the identity, prospect lists of descriptions of any customers, potential customers or referral sources, financial information contract proposals or bidding information; business plans and training and operations methods and manuals etc.; records, files, documents, materials, resumes, copies, equipment, literature, data, information, audio or videotapes, order forms, memoranda, correspondence, customer lists or information, prospect lists or information, financial statements or information pertaining to the Company, its customers, clients or prospects, documents, deposit records, agreements, contracts, orders, records, policy or procedure manuals, cards or notes acquired, compiled or coming into your knowledge, possession or control in connection with his activities as an employee of the Company, as well as all machines, parts, equipment's, assets properties or other materials received from the Company or form any of its customers, clients, or prospects in connection with such activities; fee structure; and management systems, policies or procedures, including related forms and manuals. Confidential Information also includes: all invention records, research documents, computer software, drawings, notes, notebooks, documents, designs, specifications, reports, codes, papers, books, and forecasts. You acknowledge and agree that any Confidential Information, if disclosed, could place the Company at a competitive disadvantage.
- 4.4. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

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- 4.5. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

5 INTELLECTUAL PROPERTY

- 5.1. "Intellectual Property" shall mean & include:
- (i) all trademarks, trade-names, logos, inventions, improvements, or developments, whether patentable or unpatentable, all scientific, engineering and technical information, trade secrets, proprietary data, or other valuable business information, data and know-how of any nature which relate to Company's or its affiliates' business, products or services, and which are generated or created by, at, for the Company or one of its affiliates whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with Company;
 - (ii) all copyrightable works which relate to Company's or its affiliates' business, products or services whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company. You acknowledge that all original works of authorship that are made by you solely or jointly with others within the scope of your employment with Company and which are protectable by copyright is the property of the Company;
 - (iii) all designs, images, artwork, drawings, blue-prints, related works capable of being registered as design under Indian Designs Act, 2000 which relate to Company's or its Affiliates' business, products or services, whether created, made, conceived or developed during or outside normal working hours or on or off Company premises, during your employment with the Company;
- 5.2. You agree & undertake to promptly disclose to Company all Intellectual Property which you may author, create, make conceive or develop, or has authored, created, made, conceived or developed, either solely or jointly with others, whether during or outside normal working hours or on or off Company premises, during your employment with the Company.
- 5.3. You agree to and hereby assign, sell, grant, and convey to Company, its successors and assigns, all of your entire right, title and interest in and to all Intellectual Property that you may author, create, make, conceive or develop, or has authored, created, made conceived or developed, either solely or jointly with others during your employment with the Company. To the extent permitted by law, you hereby expressly and forever waive any and all moral rights that may arise thereunder. The waiver applies, without limitation, to any and all applications in which the attribution right, paternity right, or integrity right may be implicated. You shall not reverse engineer, de-scramble nor de-compile the Intellectual Property. You shall forthwith inform the Company regarding any infringement / misuse of the Intellectual Property that comes to his knowledge during his employment with the Company.
- 5.4. You shall, at any time upon request and at the expense of Company, execute and deliver all papers, and do any and all other lawful acts that may be desirable in the option of Company to secure, establish and maintain title in Company, its successors and assigns, to the Intellectual Property.
- 5.5. This Article is necessarily of a special, unique and extraordinary nature which gives it a value, the loss of which cannot reasonably or adequately be compensated for by money damages in an action at law, and the breach of this Article will cause Company to suffer irreparable injury and damage. Therefore, Company shall be entitled as a matter of right, without bond, to injunctive or other equitable relief in any court of competent jurisdiction to prevent the violation of any of the provisions of this Article. Neither this paragraph

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nor the exercise by Company of any of its rights hereunder shall constitute a waiver by Company or prejudice any other rights or remedies that it may have at law or in equity.

- 5.6. You acknowledge and agree that the obligations contemplated under this clause shall survive any termination of this Letter of Appointment and shall be fully enforceable subsequent to the termination of your employment.

6 NON-COMPETITION

- 6.1. **Business Relationships and Goodwill.** You acknowledge and agree that as an employee and representative of the Company, you will be responsible for building and maintaining business relationships and goodwill with current and future customers, clients, and prospects in a personal level. You acknowledge and agree that this responsibility creates a special relationship of trust and confidence between the Company, you, and these persons or entities. You acknowledge and agree that this special relationship of trust and confidence between the Company, you, and current and future customers, clients, and prospects creates a high-risk opportunity for you to misappropriate these relationships and the goodwill existing between the Company and such persons and entities. You acknowledge and agree that it is fair and reasonable for the Company to take steps to protect itself from the risk of such misappropriation.
- 6.2. **Consideration.** You acknowledge and agree that you have received, and will continue to receive, substantial and valuable consideration for the agreements set forth in this clause, including: (i) access to Confidential Information, as defined above, (ii) continued employment, and (iii) compensation as described herein. You acknowledge and agree that this constitutes fair and adequate consideration for the agreements set forth in this clause 5.
- 6.3. You acknowledge and agree that the restrictive covenants and other terms and conditions of this Non-Compete are reasonable as to geography, duration, and scope, and necessary to protect the legitimate business interests and goodwill of the Company.
- 6.4. **Scope of Non-Competition Obligation.** In consideration for the valuable consideration described in section 5.2 above, you acknowledge and agree that you shall not solicit or take away, directly or indirectly, any person, entity or business that was at the time of your termination for any reason a customer or prospective customer of the Company or any of its subsidiaries or affiliates; not to solicit or take away or attempt to solicit or take away, directly or indirectly any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity; and not to engage in any work or other activity for a period of 01 year after expiry or termination of your employment with the Company whether as owner, partner, officer, consultant employee or otherwise involving directly or indirectly Company Information or a product, process or business similar to the product process or business area in which the you worked for the Company at any time during the period of two (2) years immediately prior to termination of employment except with the written approval of the Company.
- 6.5. **Enforcement.** You acknowledge and agree that the agreements set forth in this clause are ancillary to an otherwise enforceable agreement and are supported by independent and valuable consideration. you further acknowledge and agrees that the limitations as to time, geographical area, and scope of activity, as outlined in this clause, are reasonable and acceptable to you and do not impose any greater restraint than is reasonably necessary to protect the goodwill and other business interests of the Company.
- 6.6 You will immediately disclose to the Company in writing a description of your title, responsibilities and duties with your new employer. The Company may send a copy of the present Appointment Letter and/or other documents signed with/by you to your subsequent employer so that company may be on notice of the specific subject restrictions by which you are bound.

7. RULES OF CONSTRUCTION. The following provisions shall give the interpretation and enforcement of this Letter of Appointment:

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Software Layout, , Hi Tech City, Madhapur, Next to VSNL Building, Hyderabad – 500081

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- 7.1. **Background verification:** You understand, acknowledge and agree that your appointment as per terms hereunder will be contingent on completion of a background verification of previous employment(s), criminal record(s), residential & current address(es), national identity(ies) and educational qualification(s). You represent that all information provided to the Company regarding your background is true and correct. This Appointment letter, therefore, is contingent upon a clearance of such a background verification and/or reference check, if any. Upon receipt of unsatisfactory verification report, the Company reserves its right to terminate your appointment forthwith without any notice.
- 7.2. **Payroll Deductions.** You understand and agree that, with respect to any compensation required to be paid under this Letter of Appointment, the Company is authorized to withhold any amounts from such compensation required by central, state, or local law.
- 7.3. **Employees are required to protect the Company's assets and ensure their efficient use for legitimate business purposes only.** Theft, carelessness and waste have a direct impact on the Company's profitability. The use of the funds or assets of the Company, whether for personal gain or not, for any unlawful or improper purpose is strictly prohibited.
- 7.4. **Remedies.** You understand and agree that, if you violate of the provisions set forth in this Letter of Appointment, the Company will suffer immediate and irreparable harm which cannot be accurately calculated in monetary damages. Consequently, you acknowledge and agree that the Company shall be entitled to immediate injunctive relief, either by temporary or permanent injunction, to prevent such a violation. You acknowledge and agree that this injunctive relief shall be in addition to any other legal or equitable relief to which the Company would be entitled.
- 7.5. **Severability.** The Parties acknowledge and agree that each provision of this Letter of Appointment shall be enforceable independently of every other provision. Furthermore, the Parties acknowledge and agree that, in the event any provision of this Letter of Appointment is determined to be enforceable for any reasonable, the remaining covenants and/or provisions will remain effective, binding, and enforceable. In the event any provision of this Letter of Appointment is determined to be enforceable for any reason, the Parties agree to substitute a comparable provision dealing with the same subject matter as the enforceable provision, which approximates the effect and intent of the enforceable provision to the maximum extent permissible under applicable law. If any provision of this agreement is declared excessively broad, you agree that it shall be construed so as to afford company the maximum protection permissible by law.
- 7.6. **Waiver.** The failure to exercise or delay in exercising a right or remedy provided by this Letter of Appointment or by law does not constitute a waiver of the right or remedy or the waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Letter of Appointment or by law prevents further exercise of the right or remedy or the exercise of another right or remedy. Any waiver must be in writing and signed by the Party sought to be bound.
- 7.7. **You have represented and warranted to the Company that you are not subject to/party to any covenants, agreements or restrictions, including, without limitation, any covenants, agreements or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by your execution of this Letter of Appointment or performance of his duties hereunder.**
- 7.8. **You shall indemnify and to save and hold harmless the Company and its affiliates, from and in respect of all reasonable fees, costs, and expenses, or third party claims etc. including legal fee paid in connection with or resulting from any claim, action, or demand against the Company that arises out of or in any way relates to any act or omission on the part of you during the performance of your duties and responsibilities during your employment with the Company.**
- 7.9. **Choice of Law.** The Parties acknowledge and agree that the laws of India will govern the validity, interpretation, and effect of this Letter of Appointment and any other dispute relating to, or arising out of,

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the employment relationship between the Company and you. The courts at Hyderabad, Telangana shall have the exclusive jurisdiction to try disputes arising out of or in connection with this Letter of Appointment.

- 7.10. **Modification.** The provisions of this Letter of Appointment may not be modified by any subsequent agreement unless the modifying agreement (i) is in writing, (ii) contains any express provision referencing this Letter of Appointment, (iii) is signed by you, (iv) is signed by an authorized representative of the Company other than you, and (v) is approved by the Board of Directors of Company.
- 7.11. **Execution.** The Parties agree that this Letter of Appointment may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment and each and every provision of our employee policies and other rules and regulations formulated from time to time, and that in consideration of we offering you employment with us, you voluntarily and unconditionally agree to abide by its terms and conditions of employment and our employee policies and other rules and regulations formulated from time to time.

Yours faithfully,
For M/s. Pactera Technologies India Private Limited

DocuSigned by:
Pooja Anthony
07F34BE4D5BD42F
Pooja Anthony
Authorized Signatory

On signing and acceptance of this Letter of Appointment, you have consented to us processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with you based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

Koritala Vasanthi
Date:
Place:

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Annexure:

SALARY STRUCTURE		
Designation:	Engineering Trainee	
CTC Per Annum (A+B+C)	Rs.	350,000
A: **Performance Incentive		
	Gross Salary per month + Retirals	Gross Salary Per Annum + Retirals
	Rs. 29,166.67	Rs. 350,000.00
Components (In INR)	Monthly	Annual
Basic	14,583.33	175,000.00
HRA	5,833.33	70,000.00
Professional Pursuit Allowance	-	-
LTA	-	-
Food/Meal Allowance	1,500.00	18,000.00
Special Allowance	5,500.00	66,000.00
B: Gross Salary	Rs. 27,416.67	Rs. 329,000.00
PF Employee Contribution	1,750.00	
Professional Tax	200.00	
ESI Employee Contribution	-	
TDS (Based on Investments)		
Net Salary	Rs. 25,466.67	
PF - Employer's Contribution 12% of basic		21,000.00
ESIC - Employers Contribution 4.75% of Gross Salary		-
Gratuity - Employer Contribution		
C: Retirals Total- Employer Contribution	Rs. 1,750.00	Rs. 21,000.00
** This component will be paid to the employee as per the company PI policy		



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Raidurg, Opp to Ikea, Hyderabad, India - 500081
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W: <https://media.dazn.com/en/>

STRICTLY PRIVATE & CONFIDENTIAL

LETTER OF OFFER

Date: 12th November 2022

Dear Revathi kosuru,
3-75, kosuruvaripalen,
Mopidevi, Krishna,
Andhra Pradesh -521125

Aadhar Number: 3551 2409 4294

On behalf of **DAZN Software Private Limited**, I am excited to issue this offer Letter of employment to you as **Associate Testing Engineer** based in **Hyderabad**.

Your Date of Joining **DAZN Software Pvt Ltd** is on **16th November 2022**.

You will be communicated the details of your role and responsibilities in the initial weeks of your joining. During your employment with **DAZN Software Private Limited**, you may be required to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in any work time shift, at allocated workspace and location as may be decided by the company.

As part of your annual compensation, you will receive a **Cost to Company (CTC)** of **Rs. 6,90,420.00 (Rupees Six Lakhs Ninety Thousand Four Hundred and Twenty Only)**, including Fixed Basic Salary, Allowances etc.). You will be eligible to a discretionary bonus of **5%** based on meeting key performance targets.

All roles within DAZN are given a Career Band that places them within the company's overall career structure and outlines the types of skill, knowledge, competence, and accountabilities required for roles at each level. Your role sits within our **Player Band**.

You will be on probation for a period of **3 months (Three Months)**. On completion of the probation period, based on your performance evaluation / review, you will be converted as a confirmed employee. The notice period during the probation period will be 15 days on either side.

Your Salary Break-up is as given in **Annexure - A**

You are required to submit your Documents as mentioned in **Annexure - B** on your date of Joining.

Please sign and return a copy of this Letter of Offer as your Acceptance. Note that upon acceptance of this Offer Letter, it will be considered as your consent to us to conduct your Background Verification Check through our Empaneled Vendors.

Your offer may be withdrawn if you do not confirm your acceptance of this Offer within One business day or if you do not join on the proposed joining date.

OUR TEAM SPIRIT



ADVENTURE



INVENTIVE



PERFORMANCE



GAME



SUPPORTIVE



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You will be issued the Appointment Letter on your Joining Date. You will be required to sign an Employment Terms & Conditions letter including a Non-Disclosure Agreement (NDA) at the time of joining.

Revathi kosuru, we look forward to you joining the DAZN Family, and in the meantime if you have any questions do not hesitate to contact me

With Best Regards

Praveen Marla
Head of People

By signing below, I acknowledge that I have reviewed this offer letter and I voluntarily agree to and accept its terms & conditions.

Revathi kosuru

K.revathi (Nov 13, 2022 06:32 GMT+5.5)

Signature

Date

OUR TEAM SPIRIT



AMBITION



INITIATIVE



PASSIONATE



BOLD



SUPPORTIVE



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Name	Revathi kosuru	
Designation	ASSOCIATE TESTING ENGINEER	
Date of Joining	16 th November 2022	
SALARY STRUCTURE		
Gross Salary Components	Monthly (INR)	Annual (INR)
Basic	21615	259380
HRA	8646	103752
Special Allowance	11971	143653
Meal Card	2200	26400
PF Employer Contribution	1800	21600
LTA	1801	21615
Gross Salary (A)	48033	576400
Performance Based Variable Bonus (B)	2402	28820
Other Components	Monthly (INR)	Annual (INR)
Communication Allowance	2500	30000
Transport Allowance	1600	19200
Books & Periodicals	3000	36000
Other Components (C)	7100	85200
Total Cost (A+B+C)	57535	690420
Annual Total Cost (A+B+C) in words	Rupees Six Lakhs Ninety Thousand Four Hundred and Twenty Only	

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ANNEXURE – B

Following are the documents that must be produced/submitted (where applicable) on the day of joining.

- Original offer letter duly signed.
- Appointment letter and latest salary increment letter of your previous employment.
- Experience Certificates and Relieving Letter from the previous employers.
- Recent salary slip issued by your current employer.
- Education Certificates.
- Aadhar card, PAN and Copy of passport (front and back).
- Passport size photographs (5 No's).
- Form 16 issued by your current employer

Note: Your Appointment is liable to be terminated in the event of non-submission of any of the documents mentioned above.

OUR TEAM SPIRIT









Revathikosuru_OfferLetter_ATE_10Nov

Final Audit Report

2022-11-13

Created:	2022-11-12
By:	DAZN Software Private Limited (Praveen.Marla@dazn.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMHKigzevsV2KXzWHJdIMVKz87FLgE3wL

"Revathikosuru_OfferLetter_ATE_10Nov" History

-  Document created by DAZN Software Private Limited (Praveen.Marla@dazn.com)
2022-11-12 - 6:29:36 PM GMT
-  Document emailed to revathikosuru26@gmail.com for signature
2022-11-12 - 6:30:08 PM GMT
-  Email viewed by revathikosuru26@gmail.com
2022-11-13 - 0:47:07 AM GMT
-  Signer revathikosuru26@gmail.com entered name at signing as K.revathi
2022-11-13 - 1:02:14 AM GMT
-  Document e-signed by K.revathi (revathikosuru26@gmail.com)
Signature Date: 2022-11-13 - 1:02:16 AM GMT - Time Source: server
-  Agreement completed.
2022-11-13 - 1:02:16 AM GMT



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June 09, 2022

Ms KUNDURU SUSHMA SRI
Candidate Id: CN20220883

Dear KUNDURU SUSHMA SRI,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms KUNDURU SUSHMA SRI	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.


Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PL0046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683000

Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear LAKKIMSETTI JAHNAVI,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

HCL

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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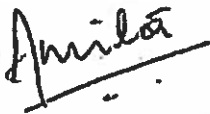
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
<p>Additional documents (To be submitted on request – Only if required)</p> <ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. <p>Things to Remember</p> <ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. <p>Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.</p>	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower - 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore - 562 106
4	KOLKATA	HCL Technologies Ltd, Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, HCL IT City, SDC-01, 2nd Floor - Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**
✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Dear Suvarna,

Congratulations!

On behalf of Nav Tech India we are pleased to offer you an employment as **Trainee Software Engineer**. You will be working from Hyderabad location. Your start date would be no later than **October 09, 2023**. In your new position, your annual compensation package will be **Rs.3, 60,000 (Rupees Three Lakhs Sixty Thousand Only)** as cost to company covering all benefits extended by the Company.

The purpose of this letter is to set forth understanding of the terms of your employment with Nav Tech, including your job description and compensation. It is important to us that your involvement makes a tangible, measurable and profitable contribution. It is also important that you are inspired to remain with Nav Tech over time, and to focus your energies on successfully and efficiently contributing to our Company goals. Your responsibilities will be those outlined in the enclosed job description. Your growth and increase in salary will depend solely on your performance and contribution to the Company. Your probation period will be for duration of six months.

An agreement of 2 years is mutually agreed and if there is a violation to the mentioned stipulated duration or break the agreement and leave the company before completion of the above said period, you will have to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakhs Only)** for training and liquidation damages.

Policies & Benefits

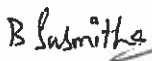
As an employee of Nav Tech, you will be provided with a copy of the Nav Tech employee handbook which outline our personnel policies and benefits programs. Any questions regarding Nav Tech's policy, benefits administration or eligibility, should be directed to the HR Department. This offer is contingent upon successful completion of the following by both you and Nav Tech. Background check, signing letter of acceptance, signing non-compete agreement, your ability to present documentation to prove your credentials while we took your interview.

Acceptance

To indicate your acceptance of this offer, please sign below. This offer shall remain open until **October 07, 2023**. Your employment will be governed by the rules, regulations and policies of the Company. The terms of this letter shall remain confidential and are not to be disclosed to any third party.

Muchu Suvarna, we are so pleased and excited that you have chosen to become a part of Nav Tech and look forward to the energy and experience you will bring to our growing organization. If you have any questions or concerns, please feel free to contact us. Welcome to Nav Tech. We wish you a long, rewarding and fulfilling career.

Yours sincerely,


Susmitha Balusu
Human Resource

Compensation Details of Muchu Suvarna		
CTC		3,60,000
Performance Based Variable Pay (PBVP)		-
Fixed portion		3,60,000
Components	Per Month (Rs.)	Per Annum (Rs.)
Basic	15,000	1,80,000
HRA	6,000	72,000
CEA	200	2,400
Food Coupons	-	-
Reimbursements	-	-
Special Allowances	6,279	75,346
Gross Salary	27,479	3,29,746
LTA	-	-
PF Employer Contribution	1,800	21,600
Gratuity	721	8,654
Business Benefits		
Performance Based Variable Pay (PBVP)	-	-
COST TO COMPANY	30,000	3,60,000

Note:

Net Payable: Rs. 25,479 per month

Payroll cycle for every month – 1st to 30th/31st of the current month.

For Example: Payroll cycle for the month of October 2023 will be from 01-October-2023 till 31-October-2023.



Offer: Computer Consultancy
Ref: TCSL/CT20213680080/Hyderabad
Date: 19/10/2021

Ms. Lekhana Madivada
D No. 12-45, Mega Car Wash Main Road,
Near U. P School,
Avanigadda-521121,
Andhra Pradesh.
Tel# 91-7287011483

Dear Lekhana Madivada,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/CT20213680080

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

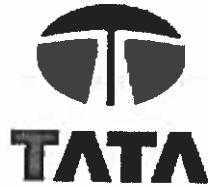
(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

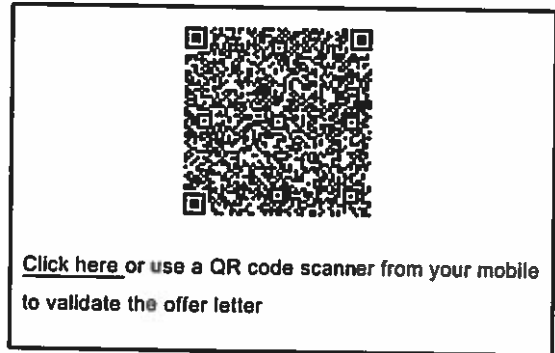
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Lekhana Madivada
Designation	Assistant System Engineer-Trainee
Institute Name	Bapatla Womens Engineering College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLD046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 334, UP, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear MATHI LAVANYA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**
✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Middiboina Jayasri
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Middiboina Jayasri

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
 - 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
 - 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
 - 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
 - 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
 - 6) The other terms and conditions are detailed in the attached "Conditions of Service"
 - 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
 - 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
 - 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
 - 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
 - 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:
-

CONFIDENTIAL

-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Middiboina Jayasri**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Mopidevi Teja
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Mopidevi Teja

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

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- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : Mopidevi Teja
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) 3,10,000

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Dear Akhila,

Congratulations!

On behalf of Nav Tech India we are pleased to offer you an employment as **Trainee Software Engineer**. You will be working from Hyderabad location. Your start date would be no later than **October 09, 2023**. In your new position, your annual compensation package will be **Rs.3, 60,000 (Rupees Three Lakhs Sixty Thousand Only)** as cost to company covering all benefits extended by the Company.

The purpose of this letter is to set forth understanding of the terms of your employment with Nav Tech, including your job description and compensation. It is important to us that your involvement makes a tangible, measurable and profitable contribution. It is also important that you are inspired to remain with Nav Tech over time, and to focus your energies on successfully and efficiently contributing to our Company goals. Your responsibilities will be those outlined in the enclosed job description. Your growth and increase in salary will depend solely on your performance and contribution to the Company. Your probation period will be for duration of six months.

An agreement of 2 years is mutually agreed and if there is a violation to the mentioned stipulated duration or break the agreement and leave the company before completion of the above said period, you will have to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakhs Only)** for training and liquidation damages.

Policies & Benefits

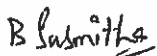
As an employee of Nav Tech, you will be provided with a copy of the Nav Tech employee handbook which outline our personnel policies and benefits programs. Any questions regarding Nav Tech's policy, benefits administration or eligibility, should be directed to the HR Department. This offer is contingent upon successful completion of the following by both you and Nav Tech. Background check, signing letter of acceptance, signing non-compete agreement, your ability to present documentation to prove your credentials while we took your interview.

Acceptance

To indicate your acceptance of this offer, please sign below. This offer shall remain open until **October 07, 2023**. Your employment will be governed by the rules, regulations and policies of the Company. The terms of this letter shall remain confidential and are not to be disclosed to any third party.

Mullamuri Akhila, we are so pleased and excited that you have chosen to become a part of Nav Tech and look forward to the energy and experience you will bring to our growing organization. If you have any questions or concerns, please feel free to contact us. Welcome to Nav Tech. We wish you a long, rewarding and fulfilling career.

Yours sincerely,



Susmitha Balusu
Human Resource

Compensation Details of Mullamuri Akhila		
CTC		3,60,000
Performance Based Variable Pay (PBVP)		-
Fixed portion		3,60,000
Components	Per Month (Rs.)	Per Annum (Rs.)
Basic	15,000	1,80,000
HRA	6,000	72,000
CEA	200	2,400
Food Coupons	-	-
Reimbursements	-	-
Special Allowances	6,279	75,346
Gross Salary	27,479	3,29,746
LTA	-	-
PF Employer Contribution	1,800	21,600
Gratuity	721	8,654
Business Benefits		
Performance Based Variable Pay (PBVP)	-	-
COST TO COMPANY	30,000	3,60,000

Note:

Net Payable: Rs. 25,479 per month

Payroll cycle for every month – 1st to 30th/31st of the current month.

For Example: Payroll cycle for the month of October 2023 will be from 01-October-2023 till 31-October-2023.

APPENDIX 'A' TO LETTER OF OFFER

1. The following documents from all the previous employment.
 - Relieving letter
 - Service Letter
 - Salary Certificate
 - Offer/Appointment Letter
 - Latest Salary Revision Letters, if any.
 - Last Three Months' Salary Statement and Form-16 (OR Bank Statement of Three Months in the absence of Form-16).
2. Copies of all your educational qualification certificates (right from SSC till the last degree along with Mark sheets.
3. 3 recent passport size photographs (4.5 cm X 3.5 cm) with white background. Head size must be within a maximum 80% and minimum 70% of the photo size.
4. Copy of Passport and PAN Card.
5. Copies of at least two of Central/State Government approved ID proof (Copy of License or Voter ID card or Aadhaar Card or Ration Card).
6. If an employee wants to transfer his PF from his previous employer then he has to bring the following documents from his previous employer.
 - Form 3A (R) for the last spell of financial year in the previous employment.
 - Particulars of non-contributory service in the previous employment.
 - F. No. 5 & 10

Munnangi Alekya
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Munnangi Alekya

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
 - 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
 - 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
 - 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
 - 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
 - 6) The other terms and conditions are detailed in the attached "Conditions of Service"
 - 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
 - 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
 - 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
 - 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
 - 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:
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- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : Munnangi Alekya
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Dear Maheswari,

Congratulations!

On behalf of Nav Tech India we are pleased to offer you an employment as **Trainee Software Engineer**. You will be working from Hyderabad location. Your start date would be no later than **October 09, 2023**. In your new position, your annual compensation package will be **Rs.3, 60,000 (Rupees Three Lakhs Sixty Thousand Only)** as cost to company covering all benefits extended by the Company.

The purpose of this letter is to set forth understanding of the terms of your employment with Nav Tech, including your job description and compensation. It is important to us that your involvement makes a tangible, measurable and profitable contribution. It is also important that you are inspired to remain with Nav Tech over time, and to focus your energies on successfully and efficiently contributing to our Company goals. Your responsibilities will be those outlined in the enclosed job description. Your growth and increase in salary will depend solely on your performance and contribution to the Company. Your probation period will be for duration of six months.

An agreement of 2 years is mutually agreed and if there is a violation to the mentioned stipulated duration or break the agreement and leave the company before completion of the above said period, you will have to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakhs Only)** for training and liquidation damages.

Policies & Benefits

As an employee of Nav Tech, you will be provided with a copy of the Nav Tech employee handbook which outline our personnel policies and benefits programs. Any questions regarding Nav Tech's policy, benefits administration or eligibility, should be directed to the HR Department. This offer is contingent upon successful completion of the following by both you and Nav Tech. Background check, signing letter of acceptance, signing non-compete agreement, your ability to present documentation to prove your credentials while we took your interview.

Acceptance

To indicate your acceptance of this offer, please sign below. This offer shall remain open until **October 07, 2023**. Your employment will be governed by the rules, regulations and policies of the Company. The terms of this letter shall remain confidential and are not to be disclosed to any third party.

Muvva Baby Thanmai Maheswari, we are so pleased and excited that you have chosen to become a part of Nav Tech and look forward to the energy and experience you will bring to our growing organization. If you have any questions or concerns, please feel free to contact us. Welcome to Nav Tech. We wish you a long, rewarding and fulfilling career.

Yours sincerely,


Susmitha Balusu
Human Resource

Compensation Details of Muvva Baby Thanmai Maheswari		
CTC		3,60,000
Performance Based Variable Pay (PBVP)		-
Fixed portion		3,60,000
Components	Per Month (Rs.)	Per Annum (Rs.)
Basic	15,000	1,80,000
HRA	6,000	72,000
CEA	200	2,400
Food Coupons	-	-
Reimbursements	-	-
Special Allowances	6,279	75,346
Gross Salary	27,479	3,29,746
LTA	-	-
PF Employer Contribution	1,800	21,600
Gratuity	721	8,654
Business Benefits		
Performance Based Variable Pay (PBVP)	-	-
COST TO COMPANY	30,000	3,60,000

Note:

Net Payable: Rs. 25,479 per month

Payroll cycle for every month – 1st to 30th/31st of the current month.

For Example: Payroll cycle for the month of October 2023 will be from 01-October-2023 till 31-October-2023.

APPENDIX 'A' TO LETTER OF OFFER

1. The following documents from all the previous employment.
 - Relieving letter
 - Service Letter
 - Salary Certificate
 - Offer/Appointment Letter
 - Latest Salary Revision Letters, if any.
 - Last Three Months' Salary Statement and Form-16 (OR Bank Statement of Three Months in the absence of Form-16).
2. Copies of all your educational qualification certificates (right from SSC till the last degree along with Mark sheets.
3. 3 recent passport size photographs (4.5 cm X 3.5 cm) with white background. Head size must be within a maximum 80% and minimum 70% of the photo size.
4. Copy of Passport and PAN Card.
5. Copies of at least two of Central/State Government approved ID proof (Copy of License or Voter ID card or Aadhaar Card or Ration Card).
6. If an employee wants to transfer his PF from his previous employer then he has to bring the following documents from his previous employer.
 - Form 3A (R) for the last spell of financial year in the previous employment.
 - Particulars of non-contributory service in the previous employment.
 - F. No. 5 & 10

Nallabothu Amurtha
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Nallabothu Amurtha

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Nallabothu Amurtha**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

EMPLOYMENT OFFER LETTER

Cappgemini Ref: 6451705/1546173,

10/11/2022,
Niasl Sahithya Kagitha.

11-181 Parlipadu(V) Pedagollapalem Karlapalem Guntur
Karlapalem, Andhra Pradesh
India.

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Dear Niasl Sahithya Kagitha,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappgemini Technology Services India Limited ('Cappgemini' or 'Company') starting from 12/29/2022 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Analyst/A4.

B) You will be required to work at the Company's offices in Bangalore.

C) You have to report by 9:00 am at Bangalore office, for joining formalities and contact security at the main gate for your entry pass at:

Address
164-165, EPIP Phase II,
EPIP Industrial Area, Whitefield, Bengaluru 560066

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

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

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

Analyst

Total Cost to Company (CTC).

Rs.400,010.00

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

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

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

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

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

Notes:

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

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

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

NOTE:

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

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

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

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

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

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

H.) Probationary Period:

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

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

J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Caggemini).
 - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 02/27/2023 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
 - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
 - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

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

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

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

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

For Capgemini Technology Services India Limited



Sali Mathew

Head - Talent Acquisition

Acceptance

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

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

Name: Nissi Sahithya Kagitha

Date: 10/11/2022

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

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

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

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

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

2. DUTIES AND RESPONSIBILITIES:

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

3. COMPENSATION:

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

4. TRAINING:

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

5. COVENANTS AND REPRESENTATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.15 You hereby represent to the Company that:

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

6. CONFIDENTIALITY:

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

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

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

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

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

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

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

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

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

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

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

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

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

7. INTELLECTUAL PROPERTY:

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

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

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

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

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

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

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

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

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

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

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

8. CONFLICT OF INTEREST:

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

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

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

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

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

9. RETIREMENT/TERMINATION:

a.) Retirement

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

b.) Notice Period/Termination

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

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

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

c.) Effects of Cessation of Employment

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

10. LIMITATION OF LIABILITY AND INDEMNITY:

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

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

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

11. MISCELLANEOUS:

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

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

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

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

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

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

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

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

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

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

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

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

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

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

Name:
Signature:
Date:

ANNEXURE I (A)

Joining Documents

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

I. Academic qualification (Highest qualification as applicable):

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

II. Employment experience related documents(As applicable):

a. Current Employer

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

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

b. Previous Employer(s)

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

III. Mandatory Documents

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

IV. Proof of Identity (Any two):

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

ANNEXURE I (B)

Background Verification

Reference terms:

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

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

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

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

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

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

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

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

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

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

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

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

Court Verification Forms

- Court Record form

Note:

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

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

Important points to note:

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

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

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

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

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

Best Regards,
Team HR

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Pallapu Pavani
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Pallapu Pavani

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Pallapu Pavani**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Parise Yamini
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Parise Yamini

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

-
- a) during your working hours, or
 - b) at company's expenses, or
 - c) using any or Company's materials or facilities, or
 - d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 - c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 - d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
- (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
- a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Parise Yamini**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) 3,10,000

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



A Unit of Focus 4D Career Education Pvt. Ltd

June 09, 2022

Ms PATAN KOUSAR MOHIN

Candidate Id: CN20220884

Dear PATAN KOUSAR MOHIN,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms PATAN KOUSAR MOHIN	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Dear Mounika,

Congratulations!

On behalf of Nav Tech India we are pleased to offer you an employment as **Trainee Software Engineer**. You will be working from Hyderabad location. Your start date would be no later than **October 09, 2023**. In your new position, your annual compensation package will be **Rs.3, 60,000 (Rupees Three Lakhs Sixty Thousand Only)** as cost to company covering all benefits extended by the Company.

The purpose of this letter is to set forth understanding of the terms of your employment with Nav Tech, including your job description and compensation. It is important to us that your involvement makes a tangible, measurable and profitable contribution. It is also important that you are inspired to remain with Nav Tech over time, and to focus your energies on successfully and efficiently contributing to our Company goals. Your responsibilities will be those outlined in the enclosed job description. Your growth and increase in salary will depend solely on your performance and contribution to the Company. Your probation period will be for duration of six months.

An agreement of 2 years is mutually agreed and if there is a violation to the mentioned stipulated duration or break the agreement and leave the company before completion of the above said period, you will have to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakhs Only)** for training and liquidation damages.

Policies & Benefits

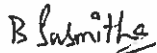
As an employee of Nav Tech, you will be provided with a copy of the Nav Tech employee handbook which outline our personnel policies and benefits programs. Any questions regarding Nav Tech's policy, benefits administration or eligibility, should be directed to the HR Department. This offer is contingent upon successful completion of the following by both you and Nav Tech. Background check, signing letter of acceptance, signing non-compete agreement, your ability to present documentation to prove your credentials while we took your interview.

Acceptance

To indicate your acceptance of this offer, please sign below. This offer shall remain open until **October 07, 2023**. Your employment will be governed by the rules, regulations and policies of the Company. The terms of this letter shall remain confidential and are not to be disclosed to any third party.

Peeta Mounika, we are so pleased and excited that you have chosen to become a part of Nav Tech and look forward to the energy and experience you will bring to our growing organization. If you have any questions or concerns, please feel free to contact us. Welcome to Nav Tech. We wish you a long, rewarding and fulfilling career.

Yours sincerely,



Susmitha Balusu
Human Resource

Compensation Details of Peeta Mounika		
CTC		3,60,000
Performance Based Variable Pay (PBVP)		-
Fixed portion		3,60,000
Components	Per Month (Rs.)	Per Annum (Rs.)
Basic	15,000	1,80,000
HRA	6,000	72,000
CEA	200	2,400
Food Coupons	-	-
Reimbursements	-	-
Special Allowances	6,279	75,346
Gross Salary	27,479	3,29,746
LTA	-	-
PF Employer Contribution	1,800	21,600
Gratuity	721	8,654
Business Benefits		
Performance Based Variable Pay (PBVP)	-	-
COST TO COMPANY	30,000	3,60,000

Note:

Net Payable: Rs. 25,479 per month

Payroll cycle for every month – 1st to 30th/31st of the current month.

For Example: Payroll cycle for the month of October 2023 will be from 01-October-2023 till 31-October-2023.

APPENDIX 'A' TO LETTER OF OFFER

1. The following documents from all the previous employment.
 - Relieving letter
 - Service Letter
 - Salary Certificate
 - Offer/Appointment Letter
 - Latest Salary Revision Letters, if any.
 - Last Three Months' Salary Statement and Form-16 (OR Bank Statement of Three Months in the absence of Form-16).
2. Copies of all your educational qualification certificates (right from SSC till the last degree along with Mark sheets.
3. 3 recent passport size photographs (4.5 cm X 3.5 cm) with white background. Head size must be within a maximum 80% and minimum 70% of the photo size.
4. Copy of Passport and PAN Card.
5. Copies of at least two of Central/State Government approved ID proof (Copy of License or Voter ID card or Aadhaar Card or Ration Card).
6. If an employee wants to transfer his PF from his previous employer then he has to bring the following documents from his previous employer.
 - Form 3A (R) for the last spell of financial year in the previous employment.
 - Particulars of non-contributory service in the previous employment.
 - F. No. 5 & 10



EMPLOYMENT AGREEMENT

This EMPLOYMENT Agreement (this "Agreement") is made and executed on this 13th April 2022 at Hyderabad (hereinafter referred to as the "Effective Date").

By And Between

Edupolis Education Technology Private Limited, a company incorporated under the Companies Act, 2013 having CIN U72900TG2021PTC149055 and its registered office at Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD TG 500090 IN, represented by one of its director Mr. Rahul Varma ("Company" or "Employer" which expression shall, where the context so admits, include its heirs, successors, executors and permitted assigns);

And

Vasanthi Penimatcha, S/D/O P.Narashima Murty Raju aged about 21 years and presently residing at Jayalakshmi Pride, Flat No:201 Near Cheel Road Bapatla. hereinafter referred to as the "Employee", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors, administrators, permitted assigns and legal representatives).

WHEREAS:

- A. In connection with the offer letter given by the Company date 04th July 2022, the Company desires to employ the Employee and the Employee accepts the employment of the Company.
- B. In order to more clearly define the relationship between the Company and Employee, the Company and Employee desire to execute this Agreement; and
- C. The Company's engagement and continual employment of the Employee is conditioned upon the Employee's express acceptance of and adherence to the terms set forth in this Agreement.

The Company and the Employee shall hereinafter be collectively referred to as "Parties" and individually as "Party".

Words of any gender are deemed to include those of the other gender such as "he" include "she".

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED AND OF THE MUTUAL BENEFITS HEREIN PROVIDED, THE COMPANY AND THE EMPLOYEE AGREE AS FOLLOWS:

1. Definitions:

1.1 "Affiliate" shall mean a Person that directly or indirectly through one or more intermediaries' controls, or is controlled by, or is under common control with, a specified Person, provided that, in respect of an Employee, Affiliates shall include his relative (as is such term defined in the Companies Act, 2013). For purposes of this definition, "control" means the possession, directly or indirectly, of the power to elect more than 50% of the governing board of such Person or to direct to cause the direction of the management and policies of the Person, whether through ownership of voting securities, partnership or limited liability interests, non-profit membership, contract or otherwise.

1.2 "Business" shall mean and include (i) e-learning platform for students (iii) and such other business as the Company may start in the ordinary course of business;

1.3 "Business Days" shall mean days other than, Sunday and public holidays in Hyderabad;

1.4 "Control" shall mean, with respect to any Person: (i) the ownership of more than 50% (fifty percent) of the equity shares or other voting securities of such Person, (ii) the possession of the power to direct the management and policies of such Person, or (iii) the power to appoint a majority of the directors, managers, partners or other individuals exercising similar authority with respect to such Person by virtue of ownership of voting securities or management or contract or in any other manner, whether directly or indirectly, including through one or more other Persons; and the term "Common Control" and "Controlled by" shall be construed accordingly;

1.5 "Non-Compete Period" shall mean the period commencing on from the Effective Date and expiring after 12 (twelve) months from the termination of employment of the Employee in terms of this Agreement;

1.6 "Non-Competing Business" shall mean and include any business which does not compete, either directly or indirectly, with the Business or any other business as conducted / engaged by the Company, its Subsidiaries and Affiliates, from time to time.

1.7 "Person" shall mean an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organization, a joint stock company or other entity or organization, including a government or political subdivision, or an agency or instrumentality thereof and/or any other legal entity;

1.8 "Subsidiary" shall have the meaning given to it under the Companies Act, 2013;

1.9 "The standard working hours" for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. Duties and Functions.

2.1 Upon the commencement of this Agreement, the Employee shall occupy the position and perform the duties of **Operations Executive** of the Company. The Employee shall fulfill such general duties and responsibilities as are consistent with such position and as are assigned to him from time to time by the Company. Further, the Employee shall perform his duties and functions in such a manner as to achieve the goals set by the Company.

2.2 The Employee agrees that he shall be posted at **Telangana, Hyderabad**. However, during employment with the Company, the Employee may be posted/ transferred at any place in India to any of

the offices of the Company or Affiliates either existing or to be set up, without any additional remuneration at the sole discretion of the management of the Company.

2.3 The Employee shall devote all his business time, attention and energies to the Business.

2.4 The Employee agrees that he will, at all times, while performing services for the Company, devote his reasonable best efforts, skill and ability and shall perform his responsibilities in a competent and professional manner.

2.5 The Employee further agrees that during the term of this Agreement, he shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not, for pecuniary gain.

2.6 The Employee agrees and undertakes that during the term of this Agreement, he shall not hold any position (whether directly or indirectly, for profit or not) in any company, organization, entities, partnership and/or joint venture without the prior written consent of the Company.

2.7 The Employee agrees to abide by the rules, regulations, human resource manual, stock option scheme, personnel policies and other policies of the Company and any change thereof which may be adopted by the Company from time to time ("HR Manual").

3. Compensation and Benefits.

3.1 The Employee shall be entitled to the following compensations and benefits as given below:

3.1.1 **Remuneration:** The Employee shall be entitled to the remuneration as set out in detail in SCHEDULE 1 annexed hereto.

3.2 **Reimbursement of Expenses.** Upon presentation of supporting documentation as may be reasonably satisfactory to the Company, the Company may as per the its policies, reimburse all business-related expenses incurred by the Employee in the performance of his duties hereunder, including, without limitation, those incurred in connection with business-related travel, boarding and lodging, telecommunications and entertainment in accordance with Company's policy in this regard.

3.3 **Withholding & Taxation.** The Remuneration (cost-to-company) paid to the Employee hereunder shall be subject to applicable taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law. Any tax liability arising in respect of payments made pursuant to the Agreement or income earned by the Employee while the Agreement is in effect shall be borne solely by the Employee. The Company shall only be responsible for withholding taxes from the payments made to the Employee pursuant to the Agreement and payment thereof to the credit of the government in accordance with the Income Tax Act, 1961.

3.4 **Leaves and benefits:** Subject to the applicable laws, the Employee shall be eligible for certain leaves such as casual leaves, sick leaves etc. The terms and conditions for such leaves is governed by the HR Manual of the Company and the Company reserves the right to modify the terms of such HR Manual without any consent of the Employee.

3.5 **Relocation Reimbursement Benefits:** Company shall reimburse as per norms for the expenses he/she and his/her family incur in relocating to the metropolitan area as required by the job in accordance with Company's Relocation Plan and/or as otherwise agreed by Company. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Relocation Reimbursement done by the company.

3.6 **Joining Bonus Benefits:** if employee shall be entitled to receive a joining bonus, the Joining Bonus will be paid no later than 30 days following the Joining Date. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Joining Bonus.

4. Term of the Agreement.

4.1. The Parties acknowledge that Employee's employment with the Company commenced on Effective Date and agree that it will continue unless terminated by either Party in accordance with the provisions of this

Agreement ("Term"); Provided, however, that the employee agrees to serve the company for a minimum period of 6 months from the effective date.

5. Termination of the Agreement.

5.1. Termination by Company for Cause;

5.1.1. The term "Cause" shall include;

- a) Unauthorized leaves taken from the Company;
- b) a material act of dishonesty, or fraud or other willful misconduct by the Employee that is detrimental to the pecuniary interests, reputation or goodwill of the Company, its Subsidiaries and Affiliates;
- c) the Employee's consistent failure to reasonably render the services and perform his duties or breach of any material obligation as provided in this Agreement, which is not cured within 30 (thirty) days following the Employees receipt of written notice (include written letter or electronic mail) thereof in that behalf from the Company;
- d) unethical business conduct in violation of the policies of the Company or any anti-corruption laws as applicable in India;
- e) breach of any material statutory duty relevant to his role that, if capable of being cured and provided that such breach does not have a material adverse effect on the Company, has not been cured within 30 (thirty) days of the date of notice of such breach;
- f) unauthorized material disclosure of any Confidential Information of the Company, its Subsidiaries and Affiliates; and
- g) Conviction for any criminal offence.

5.1.2. The Company shall be entitled to terminate the services of the Employee for Cause immediately, without serving any notice period to Employee. Further the Company shall not give any severance package or monetary compensation to the Employee upon termination of Employment under Clause 5.1.

5.2. Termination for Employee's Disability. After the completion of training Period, if in the sole opinion of the Company, the Employee is unable to carry out the responsibilities and functions of the position held by Employee by reason of any physical or mental impairment for more than 30 (thirty) consecutive days or more than 90 (ninety) days in any twelve-month period, then, the Company may terminate Employee's services, subject to applicable law.

5.3. Resignation by Employee. Subject to applicable law and after the completion of Minimum Term, the Employee may, at his option, terminate this Agreement by serving the Company with prior 45 (Forty-Five) days written notice ("Notice Period") of his resignation from the Company. Parties understand the following:-

5.3.1. the Employee may request the Company to reduce the term of Notice Period and the Company may accept such request. Upon the occurrence of this event, mentioned in clause 5.3.1., the Company at no cost accept such request of the Employee;

5.3.2. the Company at its own discretion may also waive off term of Notice Period and compensate the Employee with such amount as it may deem fit.

5.4. Termination due to Abscond of Employee: Subject to the applicable law, if the Employee is absent from the office for a period of 3 days such employee shall be referred as Absconded Employee. The Company at its sole discretion terminates the employment of the Absconded Employee by serving notice to such Employee.

5.5. Termination before the completion of training Period: Subject to applicable law and before the completion of training Period, the Company owing to the non-performance Employee, at its option, terminate this Agreement by serving the Employee with 1 (one) day prior written notice of his termination from the Company.

6. Effective Date of Termination. Notwithstanding anything in this Agreement, the termination of the Employee's services pursuant to this Agreement shall be effective:

- 6.1. 30 (thirty) days after the Company delivers to the Employee written notice of his termination by reason of the Employee's having become disabled as per Clause 5.2 above;
- 6.2. immediately upon the delivery of written notice to the Employee by the Company of his termination with Cause as per Clause 5.1;
- 6.3. the last working day of the Employee, where Employee delivers to the Company written notice of his resignation in accordance only with Clause 5.3 above. The Employee agrees that during such notice period Employee shall continue to perform his regular duties and will assist the Company. Further the Employee shall be relieved from his duties only after he hands over the Company's property and comply with the terms of full and final settlement policy.
- 6.4. the date mentioned in the termination notice issued by the Company, with respect to event occurred as per Clause 5.4 and 5.5 above.

7. Effect of Termination

- 7.1. **Effect of termination before the expiry of training Period:** If the employment of the Employees is terminated by the Company before the expiry of the training Period, the Employee shall receive only unpaid salary with respect to the number of days worked by the Employee. For the purpose of clarification, the Company shall not give severance package/salary to the Employee.
- 7.2. **Effect of termination before the expiry of Minimum Term:** If the Employee violates the Clause 4.1 of this Agreement i.e., Employee terminates this Agreement before the completion of Minimum Term, Employees agrees for the following:-

7.2.1 Shall pay a cost of training of INR 60,000/- immediately; and

7.2.2 the Employee shall finish all the exit formalities as per the human resources policies/manual of the Company. The Company shall upon receipt of payment of Liquidated Damages, shall relieve the Employee from the duties, within 30 days from the date of payment of Liquidated Damages.

It is hereby clarified that, in the event, if the Employee fails to comply with the conditions mentioned in clause 7.2.1., and 7.2.1., he shall be known as bad leaver ("Bad Leaver") the Company shall have a right to receive from the Employee such Liquidated Damages and unliquidated damages, as it may deem fit. Notwithstanding anything contained in this Agreement, upon an Employee becoming a Bad Leaver (including where the Employee's services are terminated for Cause), the Company shall be entitled to all remedies that may be available to it under applicable law.

- 7.3. **Effect of termination due to Absconding:** If the Employee is absconded, as stipulated under Clause 5.5 of this Agreement, the Company shall have a right to receive from the Employee such damages, as it may deem fit. Notwithstanding anything contained in this Agreement, the Company shall be entitled to all remedies that may be available to it under applicable law

8. Non-Disclosure of Confidential or Proprietary Information.

- 8.1. The Employee acknowledges that during the course of rendering services and performing his other duties under this Agreement, he will have and / or has had access to information about the Company and / or its Affiliates or otherwise in its possession and that his services with the Company shall bring

him into close contact with many confidential affairs of the Company and / or its Affiliates, including without limitation, information regarding the following:

- 8.1.1. management methods and operating techniques;
- 8.1.2. sales, advertising and marketing methods;
- 8.1.3. business and training techniques, manuals and procedures;
- 8.1.4. information regarding customers and products;
- 8.1.5. information regarding employees and personnel;
- 8.1.6. hardware systems and software programs;
- 8.1.7. trade secrets, business strategies, copyrights, designs, test methods, software and such other intellectual properties; and
- 8.1.8. information relating to the prior, current or contemplated products or services offered and information that the Employee has a reasonable basis to believe was accepted by the Company and / or Affiliates from any third party under obligations of confidentiality (collectively, the "Confidential Information").

8.2. In recognition of the foregoing, during and after the termination of this Agreement (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public other than through the Employee's unauthorized disclosure, the Employee shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of rendering his services, or in furtherance of the business of the Company and Affiliates and as authorized in writing by the Company) any Confidential Information.

8.3. All documents, records, data, apparatus, equipment and physical property pertaining to the Company and / or its Affiliates, whether or not pertaining to Confidential Information, which are furnished to the Employee by the Company and/or its Affiliates or are produced by the Employee in connection with the rendering of services by the Employee hereunder will be and remain the sole property of the Company or the respective Affiliates (as the case may be).

8.4. The Employee will return to the Company or to the relevant Affiliate, all such materials and property, including any material or medium from which any Confidential Information may be ascertained or derived, as and when requested by the Company or the relevant Affiliate. In any event, the Employee will return all such materials and property immediately upon the termination of the Employee's services for any reason, as provided in this Agreement. The Employee will not retain any such material or property or any copies, compilations or analyses thereof after such termination.

9. Intellectual Property Rights.

9.1. All rights, title and interest in any intellectual property arising out of or in connection with the rendering of services by the Employee hereunder, including without limitation any copyrights, rights to derivative works, trade secrets, software, technologies, patents and any other intellectual property rights, created or conceived (including, but not limited to, any tools, designs or methodologies) during the employment of the Company under this Agreement whether or not in the Company's premises or using the Company's property or other proprietary rights therein, shall be considered as work for hire and shall be the absolute property of the Company ("Work for hire"). The Employee hereby, without further consideration, perpetually and irrevocably transfers, assigns and conveys all right, title and interest to such property (including, but not limited to, any moral rights) worldwide that the Employee may have or be entitled to under any law or equity whatsoever to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and / or non-enforcement of such right. At the Company's request, the Employee shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or its designates') ownership in intellectual property rights hereunder.

9.2. This Clause 9 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the Company of any rights of ownership to which the Company may be entitled to by operation of law by virtue of the Company or any of its affiliates being provided the services by the Employee in the manner contemplated by this Agreement.

10. Non-Competition Restrictions and Non-Solicitation Restrictions.

10.1. The Employee undertakes that without prejudice to any other duty implied by law, he shall not, either directly or through his Affiliates, during the Non-Compete Period, either personally or through an agent, company or through a partnership or as a shareholder of a private company or a public unlisted company, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or in any other manner whatsoever, whether for profit or otherwise:

10.1.1. be concerned or interested in any business in any manner whatsoever that directly or indirectly competes with the Business or any business in which the Company engages or plans to engage in at the time of termination of the employment of the Employee ("Competing Business");

10.1.2. be concerned in any business in any manner whatsoever that directly or indirectly competes with the business in which such Employee is materially involved as an employee of the Company after the Effective Date;

10.1.3. except on behalf of the Company, canvas or solicit business or customers for services similar to those being provided by the Company from any Person who is a customer of the Company;

10.1.4. induce or attempt to induce any customer/client of the Company to cease to be a customer/client, or to restrict or vary the terms of the contract to, the Company or otherwise interfere with the relationship between such a customer/client and the Company (save and except actions taken during the course of his employment with the Company in exercise of his power and authority as an employee of the Company and in, what he reasonably believes to be, in the interest of the Company);

10.1.5. he shall not, directly or indirectly, including by assisting others, solicit, recruit, induce or attempt to persuade (a) any Person then engaged by the Company as an employee, officer or director or so engaged within the preceding 12 month(s) period ("Existing Employee") to leave the employment of the Company; or (b) encourage any consultant, vendor or customer to reduce the quantum of business they do with the Company. It is clarified that the Employee shall be deemed to have breached and failed to comply with the provisions of this Clause 10.1.4 if the Employee directly or indirectly as an officer or director of another organization or otherwise, employ, engage or retain, an Existing Employee, if such employment or engagement arose on account of any act of the Employee.

10.2. The Parties recognize that the foregoing covenants in this Clause 10 and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business of the Company.

10.3. The Employee acknowledges and agrees that the compensation paid to him under this Agreement (as set out in Clause 3 above) along with the mutual agreements, covenants, representations and warranties set forth in the this Agreement is adequate consideration for the non-compete covenants contained in this Agreement and that the restrictions contained in this clause are considered reasonable for the legitimate protection of the Business and goodwill of the Company. However, in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted

or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid and effective.

10.4. The Employee acknowledges and agrees that the covenants and obligations with respect to non-competition and non-solicitation as set forth above shall not be construed to be a restraint of trade against the Employee and relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury. Each of such covenants contained in this Clause shall be construed as a separate covenant and if, in any judicial proceeding, a court shall refuse to enforce any of the separate covenants of this clause, then such covenant shall be deemed included herein only to the extent enforceable as permitted under the applicable Laws for the purpose of such proceeding or any other judicial proceeding to the extent necessary to permit the remaining covenants to be enforced.

11. Warranties:

11.1. Employee confirms and warrants that;

- a) he has carefully read and fully understands all the provisions of this Agreement.
- b) he has not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime (other than minor traffic offences), and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or threatened against him.
- c) he has not been the subject of any adverse court judgment which threatens his solvency or substantially compromises his financial security.
- d) by entering into this Agreement or performing any of the obligations under it, he will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on him. The Employee further undertakes to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if he is in breach of any such obligations.
- e) in the performance of his obligations, the Employee will not utilize or make available to the Company or any of its Subsidiaries/Affiliates any Confidential Information of any third party or violate any obligation with respect to such information.
- f) he has never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.

11.2. This employment is on the basis that the information submitted by the Employee is complete and correct. The Employee agrees and acknowledges that if it is found that the information submitted is false or incomplete or that the Employee has concealed / suppressed certain material information which detrimentally impacts the Company, the Company may terminate employment without providing any notice or pay in lieu thereof in addition to other remedies available to the Company against the Employee under this Agreement and law.

12. **Void or Unenforceable Restrictions.** if any restriction or undertaking is found by any court or other competent authority to be void or unenforceable, the Parties shall negotiate in good faith to

replace such void or unenforceable restriction or undertaking with a valid provision which, as far as possible, has the same legal and commercial effect as that which it replaces.

13. Breach. If any breach or violation of the provisions, covenants warranties, the Employee agrees that damages alone are likely not to be sufficient compensation and that injunctive relief is reasonable and is likely to be essential to safeguard the interests of Company and that injunctive relief (in addition to any other remedies afforded by a court of equity) may (subject to the discretion of the courts) be obtained. No waiver of any breach or violation shall be implied from forbearance or failure by the Company to take action.

14. Indemnities. The Employee, at all times during the course of his employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) agrees to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company actually suffers or incurs as a direct result of acts or omissions of the Employee during the course of employment.

15. Deductions. The Employee agrees and acknowledges that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from the Employee's salary, or final settlement, any outstanding loans, advances or overpayments.

16. Entire Agreement; Termination of Prior Agreements. This Agreement and the agreements and documents referred to herein contain the entire understanding of the Employee and the Company with respect to the services to be rendered by the Employee to the Company and supersede any and all prior understandings, written or oral, between the Employee and the Company and between the Employee and any Affiliate or predecessor of the Company. Any such prior understandings or agreements are hereby terminated and are of no further force and effect. This Agreement may not be amended, waived, discharged or terminated orally, but only by an instrument in writing, specifically identified as an amendment to this Agreement, and signed by the Employee and a duly authorized officer of the Company. By entering into this Agreement, the Employee certifies and acknowledges that he has carefully read all of the provisions of this Agreement and the rules and regulations of the Company and that he voluntarily and knowingly enters into this Agreement.

17. Severability. If any provision of this Agreement or the application thereof to any Person or circumstance shall be invalid or unenforceable to any extent for any reason including by reason of any law or regulation or government policy or any amendment thereof, the remainder of this Agreement and the application of such provision to Persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Republic of India without regard to applicable conflicts of laws principles. The courts in Hyderabad shall have the exclusive jurisdiction in relation to all matters arising out of this Agreement.

19. Notices.

Any notice or other communication hereunder must be given in writing and either (a) delivered in person; (b) transmitted by facsimile, provided that any notice so given is also mailed as provided in clause (c); or (c) mailed, postage prepaid, as follows:

Company	<p>Sai Rahul Varma G CEO & Director Edupolis Education Technology Private Limited, Address: Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD, TG 500090 IN Email: rahul@unschool.in</p>
Employee	<p>Name: Vasanthi Penimatcha Address: - Jayalakshmi Pride, Flat No:201 Near Cheel Road Bapatla Email: vasanthipenumatcha@gmail.com Mobile: 8179716743</p>

or to such other address or to such other Person as any Party shall have last designated by such notice to the other Parties. Each such notice or other communication shall be effective (i) if given by mail, three days after such communication is deposited in the mail with first class postage prepaid, addressed as aforesaid, (ii) if given by facsimile, when transmitted to the applicable number so specified in (or pursuant to) this Clause 19 provided that appropriate confirmation of receipt is generated by the facsimile and a duplicate copy is mailed, postage prepaid, or (iii) sent by electronic mail or if given by any other means, when actually delivered at such address.

20. Miscellaneous.

20.1 No delay or omission by the Company or the Employee in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by the Company or the Employee on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

20.2 This Agreement may be modified or amended only by an instrument in writing executed by the Parties hereto and approved in writing by a duly authorized officer of the Company. The Parties hereto agree that in no event shall an oral modification of this Agreement be enforceable or valid.

20.3 The captions of the Clauses of this Agreement are for convenience of reference only and in no way define, limit or affect the scope or substance of any section of this Agreement.

20.4 The Employee has been provided with an opportunity to consult with the Employee's own counsel with respect to this Agreement.

20.5 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from the Employee against any amount payable at any time by the Company to the Employee pursuant to this Agreement.

20.6 The requirements and covenants of Clauses 8 (*Non-Disclosure of Confidential or Proprietary Information*), 9 (*Intellectual Property Rights*), 10 (*Non-Competition Restrictions and Non-Solicitation Restrictions*), 14 (*Indemnities*), 17 (*Severability*), 18 (*Governing Law*), 18 (*Dispute Resolution*), and 20 (*Miscellaneous*) and such other clauses which by their nature survive termination, shall survive and continue in full force and effect after the termination of this Agreement.

21. Internship Period.

21.1 The internship period will be for the 1st 3 months.


21.2 Salary for the Internship period i.e. for 1st 3 months will be INR 9500.

21.3 Salary for the training period i.e. 1st month will be held as training cost and released along with the 2nd month salary to the Employee.

22. Full time Employment.

22.1 The full time employment will start from the 4th Month.

IN WITNESS WHEREOF, EACH OF THE PARTIES HERETO HAS CAUSED THIS AGREEMENT TO BE DULY EXECUTED AND DELIVERED UNDER SEAL, BY ITS AUTHORIZED OFFICERS OR INDIVIDUALLY, AS OF THE DATE FIRST ABOVE WRITTEN.

EMPLOYEE:	COMPANY:
Name: Vasanthi Penimatcha <hr/>	 Name: Rahul Varma Title: CEO, Edupolis Education Technology Pvt. Ltd.(Unschool)

SCHEDULE 1

Remuneration breakup

- During the 1st 3 months, the employee is paid a base stipend of 9500 INR and up to 30,000 INR based on performance.
- Refer below for the split-up of the salary structure for the full-time role (after the internship period) at Edupolis Education Technology Pvt Ltd. (Unschool).

Annexure

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	263	3,156
Gross Salary	10,663	1,27,956
Provident Fund	992	11,904
ESIC	347	4,164
Gross Salary FIX	12,002	1,44,024
Variable	-	-
Mediclaime	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	12,002	1,44,024
ESI Employee	80	961
PF Employee	992	
Professional Tax	-	
Take Home	9,591	

(* Subject to TDS deduction)

-Your CTC is Rs 1,44,024/-per annum as the fixed portion and +30,000 INR per month performance-based incentives for the operating year 2021-22 payable monthly.

Other benefits

1. Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

- Refer below for the split-up of the salary structure after completion of 6 months as an New Designation at Edupolis Education Technology Pvt Ltd. (Unschool).

Name	DOJ	Designation
Vasanthi Penimatcha	04th July 2022	Operations Executive

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	12,500	1,50,000
House Rent Allowance	5,000	60,000
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	3,700	44,400
Gross Salary	23,200	2,78,400
Provident Fund	1,800	21,600
ESIC	-	-
Gross Salary FIX	25,000	3,00,000
Variable	-	-
Medicclaim	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	25,000	3,00,000
ESI Employee	-	-
PF Employee	1,800	
Professional Tax	200	
Take Home	21,200	

(* Subject to TDS deduction)

-Your CTC is Rs 3,00,000/-per annum as the fixed portion and 2LPA performance-based incentives for the operating year 2022-23 payable monthly.

Other benefits

- Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,

for Edupolis Education Technology Pvt Ltd (Unschool)



Rahul Varma
Co-Founder and CEO
Edupolis Education Technology Pvt Ltd. (Unschool)

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____



A Unit of Focus 4D Career Education Pvt. Ltd

June 09, 2022

Ms PERAM NAGALAKSHMI

Candidate Id: CN2022073

Dear PERAM NAGALAKSHMI ,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms PERAM NAGALAKSHMI	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



A Unit of Focus 4D Career Education Pvt. Ltd

June 09, 2022

Ms PRAGADA BHAGYASRI
Candidate Id: CN20220872

Dear PRAGADA BHAGYASRI,

Further to our interactions with you, we are pleased to offer you the position of Placement Mentor at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and Rs.2000/- will be performance based pay. In addition you will be provided with other allowance up to Rs.1500/-. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an Placement Expert with an Annual CTC of Rs.3,06,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


Annexure I: Annual Compensation Structure			
Name	Ms PRAGADA BHAGYASRI	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



Ref: 0081559_14/1764597

Dated: February 21, 2022

To
Pudota Sasirekha

Sub: Offer of Employment

Dear Ms. Pudota Sasirekha,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An  RPG Company

CIN: L72200PN1963PLCO12621
Tel: +(20) 6607 4000, 2700 4000
+(20) 6605 7888

www.zensar.com

Zensar Technologies Limited Zensar Knowledge
Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,
Pune 411014

01



Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

**Yours Sincerely,
For Zensar Technologies Limited**

A handwritten signature in black ink, appearing to read 'Sanjeeva Maithani'.

**Sanjeeva Maithani
Vice President – Human Resources**

Encl. Annexure – A (Salary Structure),
Annexure – B (Terms and Conditions of employment)
Annexure – C (Document Check List)

An  RPG Company

CIN: L72200PN1963PLCO12621
Tel: +(20) 6607 4000, 2700 4000
+(20) 6605 7888

www.zensar.com

Zensar Technologies Limited Zensar Knowledge
Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,
Pune 411014

02



zensar™



Annexure – A

Name: Pudota Sasirekha
Designation: Jr. Software Engineer
Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
Total	367725	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
Gross Compensation	400000	
Group Personal accident Insurance	6864	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/-; Please refer to policy
Total Cost to Company	406864	

An  RPG Company

CIN: L72200PN1963PLCO12621
Tel: +(20) 6607 4000, 2700 4000
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Annexure – B

1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund. All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1½ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12% of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out of the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

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- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

3. Other Benefits

- **Hospitalization**
You and your spouse will be eligible to avail of the medical insurance cover.
- **Leave**
You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

4. Probationary Period

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

5. Notice Period

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

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- In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

6. Garden Leave : In a situation wherein continuation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 herein.

Garden Leave shall mean "an arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities."

7. Employee request for immediate release: In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

8. Notice Pay: (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion.

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

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(b) In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in line with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company's discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be.

The Company will not be liable for any additional severance obligations under any of the above scenarios

9. Your release from the Company's services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. Statement of Facts: 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 minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

11. Group Insurances

- From the month following your joining, Company will provide you coverage under the Group Medclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Medclaim Insurance policy.

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12. Confidentiality

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

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- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use / infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

13. Non Solicitation of Associates and Clients

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
 - Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.

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**14. Intellectual Property**

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, activities not authorized by the Company or acts, actions, activities undertaken by you against Company's policies, guidelines instructions.

Retirement:

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.

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- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
- You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
- You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
- There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

15. Indemnification

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.

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**zensar****16. Other Terms and conditions**

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. 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.
- 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 Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your cooperation (if asked for) during such verification without any protest or objection. 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 terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

17. SMS Notification

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

18. Disciplinary Action:

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in act(s) that may have violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.

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- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.
- Upon completion of investigation, if the company concludes that you have not committed any such misconduct or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

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

Name in Full:

Signature:

Address:

Phone:

E-mail ID:

Date:

Place:

Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.

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**Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

You must 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

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 terminate the employment at any time during your service

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

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Shaik Juhidabi
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Shaik Juhidabi

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

Shaik Juhidabi

NAME :
DESIGNATION : Trainee
GCM Level : 1
Grade : T1
Expected DOJ : 21-July-2022
Joining Location : Chennai

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy

- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L741400L1991PLD046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683000

Registered Office: 808 Sakdharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear SRUNGAVARAPU HEMA CHANDINI,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL Confidential

HCL

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India.

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

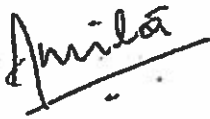
Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

- ✚ **Disclaimer:**
- ✚ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- VARIABLE PAY

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Veena Deekshit Gollapalli
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Veena Deekshit Gollapalli

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Veena Deekshit Gollapalli**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear POORNA VENKATA SAI AKHILA YAKKALA,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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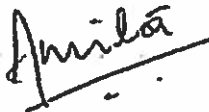
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
<u>Things to Remember</u>	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

✚ **Disclaimer:**
✚ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

• VARIABLE PAY

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear CHANDRAKALA BAMMIDI,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

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You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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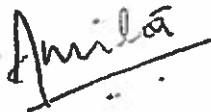
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

HCL TECHNOLOGIES LTD.

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested (Photocopies)**.
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**
✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



APPOINTMENT LETTER

April 17, 2023.

Ref: AMP/HR/23/51

To

Ms. M.Akshaya
EMP ID: 12780
556/16, Bhavanipuram Colony,
Kammaguda, Thurakayangal, Hyderabad,
Telangana - 501510.

Dear Akshaya,

It is our pleasure to welcome you to Astra Microwave Products Limited. Outlined below are the terms and conditions of this employment in Astra Microwave Products Limited:

1. SALARY AND GRADE

Your grade is E4 with a basic of Rs. 14000 per month, starting from April 17, 2023. Salary details are indicated in the COMPENSATION SHEET at the end of this letter

2. DESIGNATION AND PLACE OF WORK

You will be designated as Engineer and will be based at our Unit 3. You may be transferred to any of the Company's establishments anywhere in India, as and when required by the Company.

3. SALARY REVIEW

Salary revisions will be based on individual, as well as company performance. You are eligible for salary review after completion of 12 months of service in the organisation.

4. MEDICAL FITNESS

You need to Submit Self declaration of medical fitness in the prescribed format by Astra Microwave Products Limited along with general Fitness Certificate from a certified Doctor. In case you are 40 years and above of age, your appointment is subject to you being found medically fit by the Company Doctor.

Astra Microwave Products Limited.

Regd. Office. ASTRA Towers, Survey No. 12(P), Kolhaguda Post, Kondapur, Hitec City, Serilingampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India. Tel: +91-40-46618000.



5. TERMINATION OF EMPLOYMENT

1. The employment can be terminated by either party by giving three months' notice in writing, subject however to the Company's right to pay gross salary in lieu thereof.
2. However, should you sign any Service Bond / Undertaking / Agreement with the Company as a part of your employment process or later in the course of your employment with the Company, you will then not be entitled to terminate your employment with the Company unless you comply with the terms and conditions of the Bond / Undertaking / Agreement in addition to the above.
3. The Company shall have the right to terminate this agreement forthwith, without any notice and without any gross salary in lieu of notice period in the event of any of the following:
 - a. Breach on your part of any terms and conditions of this employment and any other rules made applicable to you in respect of your employment with us.
 - b. Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of Joining the Company.
 - c. Any misconduct on your part.
 - d. Failure to carry out any of your duties and obligations.

6. HOURS OF WORK AND PAID HOLIDAYS

You will observe the working hours and holidays as followed by the department and location to which you are assigned. You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.

7. LEAVE

- A credit of 12 Casual working days will be made for every year. New joiners, with date of joining between 1st to 15th of a month, will get a Casual Leave and after 16th of the month, employee is not eligible for Casual Leave (CL) for that month.
- All Regular employees a credit of 12 days Sick Leaves will be made for every calendar year. Whose monthly gross salary is more than Rs.21000/- are eligible. New joiners, with date of joining between 1st to 15th of a month, will get a Sick Leave and after 16th of the month, employee is not eligible for Sick Leave (SL) for that month.
- A permanent employee who has worked for a period of 12 months service will get Earned Leave @ of 1½ days for every completed month. Thus a maximum of 18 days is admissible in a calendar year. Employees can avail minimum 3 days earned leave. You will be permitted to

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carry forward Earned Leaves during the year up to a maximum of 54 days and excess of 54 days will automatically get encashed.

All weekly Offs, Special Days Off and Paid Holidays falling in between your Leave Period will not be counted as leave except Sick Leave.

8. PROVIDENT FUND

Based on the Provident Fund rules and regulations, you will be entitled to join the "Provident Fund" from the date you join in our Company, on receipt of your declaration in form. You shall contribute a sum equal to 12% of basic salary or as per the prevailing P.F. rules from your monthly salary and the Company shall contribute an equivalent amount.

9. STATUTORY BONUS

You will be entitled to as per The Payment of Bonus Act, 1965.

10. GRATUITY

You will be entitled to receive gratuity in accordance with the "The Payment of Gratuity Act, 1972".

11. MEDICAL BENEFITS

You will be eligible for medical benefits in accordance with the Company's medical Scheme for your grade.

12. RETIREMENT AGE

All employees in the Company shall retire on attainment of normal retirement age fixed by the Company, which at present is 60 years. However, if the company feels he/she is unable to render the services satisfactorily due to ill health, he/she may retire prior to the age of attaining superannuation and such decision will be solely vested by the company. The age of employee is determined based on the SSC Certificate submitted at the time of joining the employment.

13. TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your employment, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be

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owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such employee is compelled to disclose it by judicial process.

14. RESTRICTIVE COVENANT

The Company is in the business of providing various services including services in the area of Technology. You will acknowledge that:

- a. The Company's services are highly specialized;
- b. The identity and particular needs of the Company's customers are Confidential;
- c. Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and constitute trade secrets.

You will therefore agree that:

- a. For a period of two years after this contract has been terminated for any reason, regardless of whether the termination is initiated by the Company or yourself, you will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, Company, firm or corporation who is or was a customer of the Company during a period of two years prior to the termination of your employment.
- b. You shall not solicit or take up employment or transact any sort of business directly or indirectly with such customers on behalf of yourself or any other person, firm, Company, or corporation.

15. DISPUTES

Any disputes between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction.

16. UNAUTHORISED ABSENCE FROM WORK

Your unauthorized absence from work for a continuous period of more than 7 days will be treated as absconding from duty, and in the event of your not reporting for work within 10 days from the date of absence, the same would be treated as "voluntary abandonment of service" and it shall be deemed that

Astra Microwave Products Limited.

Regd. Office, ASTRA Towers, Survey No. 12[P], Kothaguda Post, Kondapur, Hitechcity, Serilingampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India. Tel: +91-40-46618000.



you are no longer interested in the employment. This will be considered as breach of employment, and the company may take action accordingly.

17. PRE EMPLOYMENT VERIFICATION

The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks. If any discrepancy with regard to documentation is discovered after you have joined the Company, you are liable to be terminated, apart from legal action being initiated against you.

18. POLICE VERIFICATION / PASSPORT

The Police verification certificate / Latest Passport have to be submitting within one month from the date of joining, failure to submit the same will attract immediate termination without any notice.

19. GENERAL

- a. You will be governed by all rules, regulations and policies of the Company.
- b. You are to devote your full time, attention, and ability to the interest of the Company.
- c. You are not to interest yourself in any business or do any trading on your own account.
- d. You shall be given benefits like subsidised canteen, transport etc, as per the company policy.
- e. In accordance with the standard practice of the company, we request you to treat the terms of this employment as confidential.

20. MOBILE USAGE

Use of smart phones within the premises during working hours is strictly prohibited and violation of the same will attract financial penalty and disciplinary action.

21. ACCEPTANCE OF JOINING

The employment will commence from the day you report for duty. If you are agreeable to accept this letter, please return the duplicate copy of this letter, duly signed as a token of your acceptance to the undersigned of its receipt.

Astra Microwave Products Limited.

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity, Serilingampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India. Tel: +91-40-46618000.



COMPENSATION SHEET

Ms. M.Akshaya

EMP ID: 12780

Compensation with effect from April 17, 2023, valid till next review.

Salary Component	Monthly (Rs)	Yearly (Rs)
Basic Pay (Includes DA & VDA)	14000.00	168000
House Rent Allowance	5600.00	67200
Conveyance Allowance	2000.00	24000
Leave Travel Allowance	1166.67	14000
Medical Allowance	1166.67	14000
Other Allowance	2427.00	29124
Gross Monthly Salary	26360.00	316320
PF	1800.00	21600
Statutory Bonus*	1166.67	14000
Gratuity	673.08	8077
Cost To Company (CTC)	30000.00	360000

Note:

- The company reserves the right to change, modify & alter the compensation structure and other terms of employment.

Yours faithfully,
For Asra Microwave Products Limited.


S. GURUNATHA REDDY
Managing Director

Asra Microwave Products Limited.

Regd. Office, ASRA Towers, Survey No. 12(P), Kolnaguda Post, Kondapur, Hitech City, Sarifnigampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India. Tel: +91 40 45618000.

Manju Sri Lakshmi Muttavarapu
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Manju Sri Lakshmi Muttavarapu

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

CONFIDENTIAL

- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
- We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
 For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
 Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Manju Sri Lakshmi
Muttavarapu**

DESIGNATION : **Trainee**

GCM Level : **1**

Grade : **T1**

Expected DOJ : **21-July-2022**

Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000

CTC per annum (A+B) **3,10,000**

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable



EMPLOYMENT AGREEMENT

This EMPLOYMENT Agreement (this "Agreement") is made and executed on this 13th April 2022 at Hyderabad (hereinafter referred to as the "Effective Date").

By And Between

Edupolis Education Technology Private Limited, a company incorporated under the Companies Act, 2013 having CIN U72900TG2021PTC149055 and its registered office at Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD TG 500090 IN, represented by one of its director Mr. Rahul Varma ("Company" or "Employer" which expression shall, where the context so admits, include its heirs, successors, executors and permitted assigns);

And

Bhavya Nujendla, S/D/O Nujendla Sitaramaiah aged about 21 years and presently residing at Ulich Village, Ongole Mandal, Prakasam (D). hereinafter referred to as the "Employee", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, executors, administrators, permitted assigns and legal representatives).

WHEREAS:

- A. In connection with the offer letter given by the Company date 04th July 2022, the Company desires to employ the Employee and the Employee accepts the employment of the Company.
- B. In order to more clearly define the relationship between the Company and Employee, the Company and Employee desire to execute this Agreement; and
- C. The Company's engagement and continual employment of the Employee is conditioned upon the Employee's express acceptance of and adherence to the terms set forth in this Agreement.

The Company and the Employee shall hereinafter be collectively referred to as "Parties" and individually as "Party".

Words of any gender are deemed to include those of the other gender such as "he" include "she".

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED AND OF THE MUTUAL BENEFITS HEREIN PROVIDED, THE COMPANY AND THE EMPLOYEE AGREE AS FOLLOWS:

1. Definitions:

1.1 "Affiliate" shall mean a Person that directly or indirectly through one or more intermediaries controls, or is controlled by, or is under common control with, a specified Person, provided that, in respect of an Employee, Affiliates shall include his relative (as is such term defined in the Companies Act, 2013). For purposes of this definition, "control" means the possession, directly or indirectly, of the power to elect more than 50% of the governing board of such Person or to direct to cause the direction of the management and policies of the Person, whether through ownership of voting securities, partnership or limited liability interests, non-profit membership, contract or otherwise.

1.2 "Business" shall mean and include (i) e-learning platform for students (iii) and such other business as the Company may start in the ordinary course of business;

1.3 "Business Days" shall mean days other than, Sunday and public holidays in Hyderabad;

1.4 "Control" shall mean, with respect to any Person: (i) the ownership of more than 50% (fifty percent) of the equity shares or other voting securities of such Person, (ii) the possession of the power to direct the management and policies of such Person, or (iii) the power to appoint a majority of the directors, managers, partners or other individuals exercising similar authority with respect to such Person by virtue of ownership of voting securities or management or contract or in any other manner, whether directly or indirectly, including through one or more other Persons; and the term "Common Control" and "Controlled by" shall be construed accordingly;

1.5 "Non-Compete Period" shall mean the period commencing on from the Effective Date and expiring after 12 (twelve) months from the termination of employment of the Employee in terms of this Agreement;

1.6 "Non-Competing Business" shall mean and include any business which does not compete, either directly or indirectly, with the Business or any other business as conducted / engaged by the Company, its Subsidiaries and Affiliates, from time to time.

1.7 "Person" shall mean an individual, an association, a corporation, a partnership, a joint venture, a trust, an unincorporated organization, a joint stock company or other entity or organization, including a government or political subdivision, or an agency or instrumentality thereof and/or any other legal entity;

1.8 "Subsidiary" shall have the meaning given to it under the Companies Act, 2013;

1.9 "The standard working hours" for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. Duties and Functions.

2.1 Upon the commencement of this Agreement, the Employee shall occupy the position and perform the duties of Operations Executive of the Company. The Employee shall fulfill such general duties and responsibilities as are consistent with such position and as are assigned to him from time to time by the Company. Further, the Employee shall perform his duties and functions in such a manner as to achieve the goals set by the Company.

2.2 The Employee agrees that he shall be posted at Telangana, Hyderabad. However, during employment with the Company, the Employee may be posted/ transferred at any place in India to any of

the offices of the Company or Affiliates either existing or to be set up, without any additional remuneration at the sole discretion of the management of the Company.

2.3 The Employee shall devote all his business time, attention and energies to the Business.

2.4 The Employee agrees that he will, at all times, while performing services for the Company, devote his reasonable best efforts, skill and ability and shall perform his responsibilities in a competent and professional manner.

2.5 The Employee further agrees that during the term of this Agreement, he shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not, for pecuniary gain.

2.6 The Employee agrees and undertakes that during the term of this Agreement, he shall not hold any position (whether directly or indirectly, for profit or not) in any company, organization, entities, partnership and/or joint venture without the prior written consent of the Company.

2.7 The Employee agrees to abide by the rules, regulations, human resource manual, stock option scheme, personnel policies and other policies of the Company and any change thereof which may be adopted by the Company from time to time {"HR Manual"}.

3. Compensation and Benefits.

3.1 The Employee shall be entitled to the following compensations and benefits as given below:

3.1.1 **Remuneration:** The Employee shall be entitled to the remuneration as set out in detail in **SCHEDULE 1** annexed hereto.

3.2 **Reimbursement of Expenses.** Upon presentation of supporting documentation as may be reasonably satisfactory to the Company, the Company may as per the its policies, reimburse all business-related expenses incurred by the Employee in the performance of his duties hereunder, including, without limitation, those incurred in connection with business-related travel, boarding and lodging, telecommunications and entertainment in accordance with Company's policy in this regard.

3.3 **Withholding & Taxation.** The Remuneration (cost-to-company) paid to the Employee hereunder shall be subject to applicable taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law. Any tax liability arising in respect of payments made pursuant to the Agreement or income earned by the Employee while the Agreement is in effect shall be borne solely by the Employee. The Company shall only be responsible for withholding taxes from the payments made to the Employee pursuant to the Agreement and payment thereof to the credit of the government in accordance with the Income Tax Act, 1961.

3.4 **Leaves and benefits:** Subject to the applicable laws, the Employee shall be eligible for certain leaves such as casual leaves, sick leaves etc. The terms and conditions for such leaves is governed by the HR Manual of the Company and the Company reserves the right to modify the terms of such HR Manual without any consent of the Employee.

3.5 **Relocation Reimbursement Benefits:** Company shall reimburse as per norms for the expenses he/she and his/her family incur in relocating to the metropolitan area as required by the job in accordance with Company's Relocation Plan and/or as otherwise agreed by Company. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Relocation Reimbursement done by the company.

3.6 **Joining Bonus Benefits:** If employee shall be entitled to receive a joining bonus, the Joining Bonus will be paid no later than 30 days following the Joining Date. In the event that Employee's employment is terminated within one year following the Joining date (i) by Employee or (ii) by the Company, Employee shall and hereby does agree to repay the Company in full for the Joining Bonus.

4. Term of the Agreement.

4.1. The Parties acknowledge that Employee's employment with the Company commenced on Effective Date and agree that it will continue unless terminated by either Party in accordance with the provisions of this

Agreement ("Term"); Provided, however, that the employee agrees to serve the company for a minimum period of 6 months from the effective date.

5. Termination of the Agreement.

5.1. Termination by Company for Cause;

5.1.1. The term "Cause" shall include;

- a) Unauthorized leaves taken from the Company;
- b) a material act of dishonesty, or fraud or other willful misconduct by the Employee that is detrimental to the pecuniary interests, reputation or goodwill of the Company, its Subsidiaries and Affiliates;
- c) the Employee's consistent failure to reasonably render the services and perform his duties or breach of any material obligation as provided in this Agreement, which is not cured within 30 (thirty) days following the Employee's receipt of written notice (include written letter or electronic mail) thereof in that behalf from the Company;
- d) unethical business conduct in violation of the policies of the Company or any anti-corruption laws as applicable in India;
- e) breach of any material statutory duty relevant to his role that, if capable of being cured and provided that such breach does not have a material adverse effect on the Company, has not been cured within 30 (thirty) days of the date of notice of such breach;
- f) unauthorized material disclosure of any Confidential Information of the Company, its Subsidiaries and Affiliates; and
- g) Conviction for any criminal offence.

5.1.2. The Company shall be entitled to terminate the services of the Employee for Cause immediately, without serving any notice period to Employee. Further the Company shall not give any severance package or monetary compensation to the Employee upon termination of Employment under Clause 5.1.

5.2. Termination for Employee's Disability. After the completion of training Period, if in the sole opinion of the Company, the Employee is unable to carry out the responsibilities and functions of the position held by Employee by reason of any physical or mental impairment for more than 30 (thirty) consecutive days or more than 90 (ninety) days in any twelve-month period, then, the Company may terminate Employee's services, subject to applicable law.

5.3. Resignation by Employee. Subject to applicable law and after the completion of Minimum Term, the Employee may, at his option, terminate this Agreement by serving the Company with prior 45 (Forty-Five) days written notice ("Notice Period") of his resignation from the Company. Parties understand the following:-

- 5.3.1.** the Employee may request the Company to reduce the term of Notice Period and the Company may accept such request. Upon the occurrence of this event, mentioned in clause 5.3.1., the Company at no cost accept such request of the Employee;
- 5.3.2.** the Company at its own discretion may also waive off term of Notice Period and compensate the Employee with such amount as it may deem fit.

5.4. Termination due to Abscond of Employee: Subject to the applicable law, if the Employee is absent from the office for a period of 3 days such employee shall be referred as Absconded Employee. The Company at its sole discretion terminates the employment of the Absconded Employee by serving notice to such Employee.

5.5. Termination before the completion of training Period: Subject to applicable law and before the completion of training Period, the Company owing to the non-performance Employee, at its option, terminate this Agreement by serving the Employee with 1 (one) day prior written notice of his termination from the Company.

6. Effective Date of Termination. Notwithstanding anything in this Agreement, the termination of the Employee's services pursuant to this Agreement shall be effective:

- 6.1. 30 (thirty) days after the Company delivers to the Employee written notice of his termination by reason of the Employee's having become disabled as per Clause 5.2 above;
- 6.2. immediately upon the delivery of written notice to the Employee by the Company of his termination with Cause as per Clause 5.1;
- 6.3. the last working day of the Employee, where Employee delivers to the Company written notice of his resignation in accordance only with Clause 5.3 above. The Employee agrees that during such notice period Employee shall continue to perform his regular duties and will assist the Company. Further the Employee shall be relieved from his duties only after he hands over the Company's property and comply with the terms of full and final settlement policy.
- 6.4. the date mentioned in the termination notice issued by the Company, with respect to event occurred as per Clause 5.4 and 5.5 above.

7. Effect of Termination

- 7.1. **Effect of termination before the expiry of training Period:** If the employment of the Employees is terminated by the Company before the expiry of the training Period, the Employee shall receive only unpaid salary with respect to the number of days worked by the Employee. For the purpose of clarification, the Company shall not give severance package/salary to the Employee.
- 7.2. **Effect of termination before the expiry of Minimum Term:** If the Employee violates the Clause 4.1 of this Agreement i.e., Employee terminates this Agreement before the completion of Minimum Term, Employees agrees for the following:-

7.2.1 Shall pay a cost of training of INR 60,000/- immediately; and

7.2.2 the Employee shall finish all the exit formalities as per the human resources policies/manual of the Company. The Company shall upon receipt of payment of Liquidated Damages, shall relieve the Employee from the duties, within 30 days from the date of payment of Liquidated Damages.

It is hereby clarified that, in the event, if the Employee fails to comply with the conditions mentioned in clause 7.2.1., and 7.2.1., he shall be known as bad leaver ("Bad Leaver") the Company shall have a right to receive from the Employee such Liquidated Damages and unliquidated damages, as it may deem fit. Notwithstanding anything contained in this Agreement, upon an Employee becoming a Bad Leaver (including where the Employee's services are terminated for Cause), the Company shall be entitled to all remedies that may be available to it under applicable law.

- 7.3. **Effect of termination due to Absconding:** If the Employee is absconded, as stipulated under Clause 5.5 of this Agreement, the Company shall have a right to receive from the Employee such damages, as it may deem fit. Notwithstanding anything contained in this Agreement, the Company shall be entitled to all remedies that may be available to it under applicable law

8. Non-Disclosure of Confidential or Proprietary Information.

- 8.1. The Employee acknowledges that during the course of rendering services and performing his other duties under this Agreement, he will have and / or has had access to information about the Company and / or its Affiliates or otherwise in its possession and that his services with the Company shall bring

him into close contact with many confidential affairs of the Company and / or its Affiliates, including without limitation, information regarding the following:

- 8.1.1. management methods and operating techniques;
- 8.1.2. sales, advertising and marketing methods;
- 8.1.3. business and training techniques, manuals and procedures;
- 8.1.4. information regarding customers and products;
- 8.1.5. information regarding employees and personnel;
- 8.1.6. hardware systems and software programs;
- 8.1.7. trade secrets, business strategies, copyrights, designs, test methods, software and such other intellectual properties; and
- 8.1.8. information relating to the prior, current or contemplated products or services offered and information that the Employee has a reasonable basis to believe was accepted by the Company and / or Affiliates from any third party under obligations of confidentiality (collectively, the "Confidential Information").

8.2. In recognition of the foregoing, during and after the termination of this Agreement (regardless of the reason for any such termination) and until such time as the Confidential Information is generally published or is available to the general public other than through the Employee's unauthorized disclosure, the Employee shall not, without the prior written consent of the Company, disclose or use or make available for anyone to use (except in the course of rendering his services, or in furtherance of the business of the Company and Affiliates and as authorized in writing by the Company) any Confidential Information.

8.3. All documents, records, data, apparatus, equipment and physical property pertaining to the Company and / or its Affiliates, whether or not pertaining to Confidential Information, which are furnished to the Employee by the Company and/or its Affiliates or are produced by the Employee in connection with the rendering of services by the Employee hereunder will be and remain the sole property of the Company or the respective Affiliates (as the case may be).

8.4. The Employee will return to the Company or to the relevant Affiliate, all such materials and property, including any material or medium from which any Confidential Information may be ascertained or derived, as and when requested by the Company or the relevant Affiliate. In any event, the Employee will return all such materials and property immediately upon the termination of the Employee's services for any reason, as provided in this Agreement. The Employee will not retain any such material or property or any copies, compilations or analyses thereof after such termination.

9. Intellectual Property Rights.

9.1. All rights, title and interest in any intellectual property arising out of or in connection with the rendering of services by the Employee hereunder, including without limitation any copyrights, rights to derivative works, trade secrets, software, technologies, patents and any other intellectual property rights, created or conceived (including, but not limited to, any tools, designs or methodologies) during the employment of the Company under this Agreement whether or not in the Company's premises or using the Company's property or other proprietary rights therein, shall be considered as work for hire and shall be the absolute property of the Company ("Work for hire"). The Employee hereby, without further consideration, perpetually and irrevocably transfers, assigns and conveys all right, title and interest to such property (including, but not limited to, any moral rights) worldwide that the Employee may have or be entitled to under any law or equity whatsoever to the Company. To the maximum extent permitted by applicable law, the Company's rights herein associated with any such assignment shall not lapse for any reason whatsoever (other than as expressly agreed to by the Company), including but not limited to non-usage and / or non-enforcement of such right. At the Company's request, the Employee shall cooperate with the Company in completing any filings and processes, to perfect the Company's (or its designates') ownership in intellectual property rights hereunder.

9.2. This Clause 9 is subject to, and shall not be deemed to limit, restrict, or constitute a waiver by the Company of any rights of ownership to which the Company may be entitled to by operation of law by virtue of the Company or any of its affiliates being provided the services by the Employee in the manner contemplated by this Agreement.

10. Non-Competition Restrictions and Non-Solicitation Restrictions.

10.1. The Employee undertakes that without prejudice to any other duty implied by law, he shall not, either directly or through his Affiliates, during the Non-Compete Period, either personally or through an agent, company or through a partnership or as a shareholder of a private company or a public unlisted company, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or in any other manner whatsoever, whether for profit or otherwise:

- 10.1.1. be concerned or interested in any business in any manner whatsoever that directly or indirectly competes with the Business or any business in which the Company engages or plans to engage in at the time of termination of the employment of the Employee ("Competing Business");
- 10.1.2. be concerned in any business in any manner whatsoever that directly or indirectly competes with the business in which such Employee is materially involved as an employee of the Company after the Effective Date;
- 10.1.3. except on behalf of the Company, canvas or solicit business or customers for services similar to those being provided by the Company from any Person who is a customer of the Company;
- 10.1.4. induce or attempt to induce any customer/client of the Company to cease to be a customer/client, or to restrict or vary the terms of the contract to, the Company or otherwise interfere with the relationship between such a customer/client and the Company (save and except actions taken during the course of his employment with the Company in exercise of his power and authority as an employee of the Company and in, what he reasonably believes to be, in the interest of the Company);
- 10.1.5. he shall not, directly or indirectly, including by assisting others, solicit, recruit, induce or attempt to persuade (a) any Person then engaged by the Company as an employee, officer or director or so engaged within the preceding 12 month(s) period ("Existing Employee") to leave the employment of the Company; or (b) encourage any consultant, vendor or customer to reduce the quantum of business they do with the Company. It is clarified that the Employee shall be deemed to have breached and failed to comply with the provisions of this Clause 10.1.4 if the Employee directly or indirectly as an officer or director of another organization or otherwise, employ, engage or retain, an Existing Employee, if such employment or engagement arose on account of any act of the Employee.

10.2. The Parties recognize that the foregoing covenants in this Clause 10 and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business of the Company.

10.3. The Employee acknowledges and agrees that the compensation paid to him under this Agreement (as set out in Clause 3 above) along with the mutual agreements, covenants, representations and warranties set forth in the this Agreement is adequate consideration for the non-compete covenants contained in this Agreement and that the restrictions contained in this clause are considered reasonable for the legitimate protection of the Business and goodwill of the Company. However, in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted

or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid and effective.

10.4. The Employee acknowledges and agrees that the covenants and obligations with respect to non-competition and non-solicitation as set forth above shall not be construed to be a restraint of trade against the Employee and relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury. Each of such covenants contained in this Clause shall be construed as a separate covenant and if, in any judicial proceeding, a court shall refuse to enforce any of the separate covenants of this clause, then such covenant shall be deemed included herein only to the extent enforceable as permitted under the applicable Laws for the purpose of such proceeding or any other judicial proceeding to the extent necessary to permit the remaining covenants to be enforced.

11. Warranties:

11.1. Employee confirms and warrants that;

- a) he has carefully read and fully understands all the provisions of this Agreement.
- b) he has not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime (other than minor traffic offences), and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or threatened against him.
- c) he has not been the subject of any adverse court judgment which threatens his solvency or substantially compromises his financial security.
- d) by entering into this Agreement or performing any of the obligations under it, he will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on him. The Employee further undertakes to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if he is in breach of any such obligations.
- e) in the performance of his obligations, the Employee will not utilize or make available to the Company or any of its Subsidiaries/Affiliates any Confidential Information of any third party or violate any obligation with respect to such information.
- f) he has never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.

11.2. This employment is on the basis that the information submitted by the Employee is complete and correct. The Employee agrees and acknowledges that if it is found that the information submitted is false or incomplete or that the Employee has concealed / suppressed certain material information which detrimentally impacts the Company, the Company may terminate employment without providing any notice or pay in lieu thereof in addition to other remedies available to the Company against the Employee under this Agreement and law.

12. **Void or Unenforceable Restrictions.** If any restriction or undertaking is found by any court or other competent authority to be void or unenforceable, the Parties shall negotiate in good faith to

replace such void or unenforceable restriction or undertaking with a valid provision which, as far as possible, has the same legal and commercial effect as that which it replaces.

13. Breach. If any breach or violation of the provisions, covenants warranties, the Employee agrees that damages alone are likely not to be sufficient compensation and that injunctive relief is reasonable and is likely to be essential to safeguard the interests of Company and that injunctive relief (in addition to any other remedies afforded by a court of equity) may (subject to the discretion of the courts) be obtained. No waiver of any breach or violation shall be implied from forbearance or failure by the Company to take action.

14. Indemnities. The Employee, at all times during the course of his employment in the Company (and even after the termination of this Agreement with respect to the terms contained herein) agrees to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company actually suffers or incurs as a direct result of acts or omissions of the Employee during the course of employment.

15. Deductions. The Employee agrees and acknowledges that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from the Employee's salary, or final settlement, any outstanding loans, advances or overpayments.

16. Entire Agreement; Termination of Prior Agreements. This Agreement and the agreements and documents referred to herein contain the entire understanding of the Employee and the Company with respect to the services to be rendered by the Employee to the Company and supersede any and all prior understandings, written or oral, between the Employee and the Company and between the Employee and any Affiliate or predecessor of the Company. Any such prior understandings or agreements are hereby terminated and are of no further force and effect. This Agreement may not be amended, waived, discharged or terminated orally, but only by an instrument in writing, specifically identified as an amendment to this Agreement, and signed by the Employee and a duly authorized officer of the Company. By entering into this Agreement, the Employee certifies and acknowledges that he has carefully read all of the provisions of this Agreement and the rules and regulations of the Company and that he voluntarily and knowingly enters into this Agreement.

17. Severability. If any provision of this Agreement or the application thereof to any Person or circumstance shall be invalid or unenforceable to any extent for any reason including by reason of any law or regulation or government policy or any amendment thereof, the remainder of this Agreement and the application of such provision to Persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Republic of India without regard to applicable conflicts of laws principles. The courts in Hyderabad shall have the exclusive jurisdiction in relation to all matters arising out of this Agreement.

19. Notices.

Any notice or other communication hereunder must be given in writing and either (a) delivered in person; (b) transmitted by facsimile, provided that any notice so given is also mailed as provided in clause (c); or (c) mailed, postage prepaid, as follows:

Company	<p>Sai Rahul Varma G CEO & Director Edupolis Education Technology Private Limited, Address: Unschool, S2, CRESENT TOWERS, PLOT -1018 PRAGATHI NAGAR, ABOVE KARUR VYSYA BANK, HYDERABAD, TG 500090 IN Email: rahul@unschool.in</p>
Employee	<p>Name: Bhavya Nujendla Address: - Ulich Village, Ongole Mandal, Prakasam (D) Email: bhavyaulichi@gmail.com Mobile: 7093495229</p>

or to such other address or to such other Person as any Party shall have last designated by such notice to the other Parties. Each such notice or other communication shall be effective (i) if given by mail, three days after such communication is deposited in the mail with first class postage prepaid, addressed as aforesaid, (ii) if given by facsimile, when transmitted to the applicable number so specified in (or pursuant to) this Clause 19 provided that appropriate confirmation of receipt is generated by the facsimile and a duplicate copy is mailed, postage prepaid, or (iii) sent by electronic mail or if given by any other means, when actually delivered at such address.

20. Miscellaneous.

20.1 No delay or omission by the Company or the Employee in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by the Company or the Employee on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

20.2 This Agreement may be modified or amended only by an instrument in writing executed by the Parties hereto and approved in writing by a duly authorized officer of the Company. The Parties hereto agree that in no event shall an oral modification of this Agreement be enforceable or valid.

20.3 The captions of the Clauses of this Agreement are for convenience of reference only and in no way define, limit or affect the scope or substance of any section of this Agreement.

20.4 The Employee has been provided with an opportunity to consult with the Employee's own counsel with respect to this Agreement.

20.5 Notwithstanding anything to the contrary contained elsewhere, the Company shall be entitled at all times to set off any amount owing at any time from the Employee against any amount payable at any time by the Company to the Employee pursuant to this Agreement.

20.6 The requirements and covenants of Clauses 8 (*Non-Disclosure of Confidential or Proprietary Information*), 9 (*Intellectual Property Rights*), 10 (*Non-Competition Restrictions and Non-Solicitation Restrictions*), 14 (*Indemnities*), 17 (*Severability*), 18 (*Governing Law*), 18 (*Dispute Resolution*), and 20 (*Miscellaneous*) and such other clauses which by their nature survive termination, shall survive and continue in full force and effect after the termination of this Agreement.

21. Internship Period.

21.1 The internship period will be for the 1st 3 months.


21.2 Salary for the Internship period i.e. for 1st 3 months will be INR 9500.

21.3 Salary for the training period i.e. 1st month will be held as training cost and released along with the 2nd month salary to the Employee.

22. Full time Employment.

22.1 The full time employment will start from the 4th Month.

IN WITNESS WHEREOF, EACH OF THE PARTIES HERETO HAS CAUSED THIS AGREEMENT TO BE DULY EXECUTED AND DELIVERED UNDER SEAL, BY ITS AUTHORIZED OFFICERS OR INDIVIDUALLY, AS OF THE DATE FIRST ABOVE WRITTEN.

EMPLOYEE:	COMPANY:
Name: Bhavya Nujendla <hr/>	 Name: Rahul Varma Title: CEO, Edupolis Education Technology Pvt. Ltd.(Unschool)

SCHEDULE 1

Remuneration breakup

- During the 1st 3 months, the employee is paid a base stipend of 9500 INR and up to 30,000 INR based on performance.
- Refer below for the split-up of the salary structure for the full-time role (after the internship period) at Edupolis Education Technology Pvt Ltd. (Unschool).

Annexure

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	263	3,156
Gross Salary	10,663	1,27,956
Provident Fund	992	11,904
ESIC	347	4,164
Gross Salary FIX	12,002	1,44,024
Variable	-	-
Medicclaim	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	12,002	1,44,024
ESI Employee	80	961
PF Employee	992	
Professional Tax	-	
Take Home	9,591	

(* Subject to TDS deduction)

-Your CTC is Rs 1,44,024/-per annum as the fixed portion and +30,000 INR per month performance-based incentives for the operating year 2021-22 payable monthly.

Other benefits

1. Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

- Refer below for the split-up of the salary structure after completion of 6 months as an New Designation at Edupolis Education Technology Pvt Ltd. (Unschool).

Name	DOJ	Designation
Bhavya Nujendla	04th July 2022	Operations Executive

Automatic CTC Structure		
Particulars	Monthly	Annual
Basic Salary	12,500	1,50,000
House Rent Allowance	5,000	60,000
Phone & Internet	2,000	24,000
Any Specific allowance [2]	-	-
Any Specific allowance [3]	-	-
Special Allowance	3,700	44,400
Gross Salary	23,200	2,78,400
Provident Fund	1,800	21,600
ESIC	-	-
Gross Salary FIX	25,000	3,00,000
Variable	-	-
Mediclaime	-	-
Bonus	-	-
Gratuity	-	-
Cost To Company [TOTAL]	25,000	3,00,000
ESI Employee	-	-
PF Employee	1,800	
Professional Tax	200	
Take Home	21,200	

(* Subject to TDS deduction)

-Your CTC is Rs 3,00,000/-per annum as the fixed portion and 2LPA performance-based incentives for the operating year 2022-23 payable monthly.

Other benefits

- Gratuity will be paid by the Company as per the Rules of Payment of Gratuity Act 1972.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,

for Edupolis Education Technology Pvt Ltd (Unschool)



Rahul Varma
Co-Founder and CEO
Edupolis Education Technology Pvt Ltd. (Unschool)

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____

Vegešana Hemasri
Chennai
India

OFFER LETTER

Date 08-07-2022

Dear Vegešana Hemasri

We have pleasure in offering you a position as "Trainee" in our Atos Group Company at "Chennai", with effect from your date of joining. Please note that if you do not join on or before "21-July-2022", this offer will be treated as withdrawn.

- 1) You will receive a Base Salary (Basic + Basket of Allowance (BOA)) Rs.22,302(Twenty-two thousand three hundred two) per month. The Salary breakup has been detailed out later in the offer letter.
- 2) Atos reserve rights to confirm the employing entity whereby you will require to join. This offer is subject to your joining in any Atos Group entity which shall be specified to you on or before your date of joining. Accordingly, you are required to complete the formalities as required by the employing entity.
- 3) You will be on probation for an initial period of six months from the date of appointment. Thereupon, you will be a deemed confirmed permanent employee of the Company unless and until specifically informed on extension of your probation period in writing (E Mail/Letter) by your Manager/Company.
- 4) Your services are transferable to any department, unit or location in India or abroad, in any Atos India or Atos SE Group entity or its subsidiary or affiliate or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion
- 5) The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
- 6) The other terms and conditions are detailed in the attached "Conditions of Service"
- 7) You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
- 8) You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
- 9) This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
- 10) During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Company or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos and/or made or originated during the duration of any customer project and twelve months thereafter and falling within the scope of the customer activity will be the property of the Company / customer.
- 11) You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:

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-
- a) during your working hours, or
 b) at company's expenses, or
 c) using any or Company's materials or facilities, or
 d) That relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
- 12) Please note that Atos has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers.
 You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
- 13) You hereby agree that for a period of 12 months following termination of your employment you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party:
- a) Solicit, canvas or endeavour to obtain business relating to information technology and related services - from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 b) Accept orders or business relating to information technology services from any company, person, firm or corporation who or which was a client or customer or potential client of any Group company at the date of termination of your employment and with whom or which you were in the habit of dealing in the 12 months preceding termination of your employment;
 c) Solicit or entice away or procure employment for, or endeavour to solicit or entice away or procure employment for, any individual employed in an executive, managerial, senior technical or sales capacity by any Group company at the date of termination of your employment and with whom you had material contact by virtue of your employment;
 d) Use, recollect or seek to duplicate any customer base or subscription base used by any Group company.
- 14) You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
- 15) Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
- 16) It will be your personal responsibility to obtain the following within 3 months of joining:
 (a) Valid Driving Licence for driving a light motor vehicle in India.
 (b) Obtain a valid Passport from R.P. Office, Government of India.
- 17) Please note that that this appointment is subject to clearance of the following:
 a) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.
 We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos Global IT Solution and Services Private Limited

Nasir Usman Shaikh
Senior Vice President – HR

Signature: _____

Date: _____

NAME : **Vegesana Hemasri**
DESIGNATION : **Trainee**
GCM Level : **1**
Grade : **T1**
Expected DOJ : **21-July-2022**
Joining Location : **Chennai**

<u>Component</u>	<u>Amount (Rs.)</u>
Basic	21,005
BOA	1,297
Monthly Gross	22,302
A Annual Gross	2,67,629
Provident Fund	30,247
Gratuity	12,124
B Retirals	42,371
(A+B)	3,10,000
CTC per annum (A+B)	3,10,000

In addition to the above,

- You will be eligible for Group Medclaim, Group Personal Accident Insurance and Group Term Life Insurance as per the prevailing company policy
- You will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

HCL TECHNOLOGIES LTD.

Corporate Identity Number L74140DL1991PLG016369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 808 Siddharth, 90, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: July 6, 2022

Dear **BHARGAVI PERUBOINA,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as Graduate Engineer Trainee in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on July 11, 2022 at 9:00 A.M at the following address Chennai-SEZ, SDB2 Sholinganallur 602/3 .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be INR 425000 per annum, outlined in Annexure I.

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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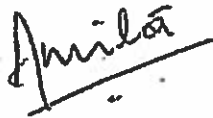
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

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ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai.

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

HCL TECHNOLOGIES LTD.

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Annexure III**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✦ Basic Salary
- ✦ Monthly Allowances
- ✦ Variable Pay
- ✦ Retirals & Insurances Benefit

✦ **Disclaimer:**
✦ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



Bapatla Women's Engineering College

(ESTD. 2009)

BAPATLA - 522 101, Guntur (Dist), A.P.

(Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University
an ISO 9001 : 2015 Certified Institution

List of Students Progeessing to Higher Education in the Academic Year 2021-22

S. No	Name of Student Enrolled for Higher Education	Program Graduated From	Year of Graduation	Name of Institution Joined	Name of the Program Admitted to
1	Daggubati Renuka	CSE	2022	University of Bridgeport	MS
2	Garmidi Suguna	CSE I	2022	University of North Texas	MS
3	Ogiboyina Yaswitha	CSE	2022	University of Hertfordshire	MS
4	Thota Venkata Thapaswini	CSE	2022	University of Central Florida	MS
5	Vallabhapurapu Chinnari	ECE	2022	YSR College of Engineering & Technology	M.Tech


Training & Placement Officer


Principal



PRINCIPAL
BAPATLA WOMEN'S ENGINEERING COLLEGE
BAPATLA



UNIVERSITY OF BRIDGEPORT

126 Park Avenue
Bridgeport, CT 06604
203-576-4552

September 9, 2022

Renuka Daggubati
Hno:5-10
Kothacheruvukommupalem, Andhra Pradesh 522659
India

Student ID: 1170103

Dear Renuka,

Congratulations on your admission to the University of Bridgeport's Computer Science (M.S.) program for the Fall 2022 semester! We applaud your commitment to your professional development and wish you success in reaching your educational and career goals.

You have been awarded a \$3,000 merit scholarship to be distributed evenly over the course of your first two semesters at the University of Bridgeport. The scholarship award is contingent upon the following conditions:

- You must be enrolled in a full course load.
- Merit scholarships are not available in conjunction with a Graduate Assistantship. If you obtain a Graduate Assistantship in your first two semesters, you will no longer be eligible for this merit award.

To begin the I-20 process, please visit your application portal at bridgeport.edu/nextsteps and make sure you have uploaded the following documents needed to process your I-20:

1. Official Bank Statement, dated within the last 6 months
2. Passport Biographical Page
3. Affidavit of Financial Support - This can be completed online at bridgeport.edu/affidavit

All new students must report to campus on **August 31, 2022**. Classes for the Fall Session begin **September 6, 2022**. Please plan your travel accordingly to ensure your attendance.

Please note the following information:

- You must submit the following documents on or before your arrival date to campus:
 - * Official test scores required to secure your admission
 - * All final official transcripts/mark sheets and degree certificates from previous institutions attended
- Health Insurance enrollment through the University is automatic and mandatory.
- Tuition and fees are subject to change.

On behalf of the entire University of Bridgeport community, congratulations on this exciting accomplishment. We hope you choose to join us for the Fall 2022 semester. It is clear from your application you are excited for this challenge, strive for excellence and want to make a difference in the world.

Sincerely,

A handwritten signature in cursive script that reads "Allison Garris".

Allison Garris, Ed.D.
Dean of Admissions

admit@bridgeport.edu | bridgeport.edu

SEVIS ID: N0033797467

SURNAME/PRIMARY NAME Garmidi	GIVEN NAME Suguna	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME Suguna Garmidi	PASSPORT NAME	
COUNTRY OF BIRTH INDIA	COUNTRY OF CITIZENSHIP INDIA	
CITY OF BIRTH Jaggayyapet	DATE OF BIRTH 14 AUGUST 2001	
FORM ISSUE REASON INITIAL ATTENDANCE	ADMISSION NUMBER	

SCHOOL INFORMATION

SCHOOL NAME University of North Texas University of North Texas	SCHOOL ADDRESS 1155 Union Circle #311067, Denton, TX 76203
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Bayleigh Dyer ISSS Advisor	SCHOOL CODE AND APPROVAL DATE DAL214F00610000 21 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL MASTER'S	MAJOR 1 Computer and Information Sciences, General 11.0101	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 14 DECEMBER 2022
START OF CLASSES 17 JANUARY 2023	PROGRAM START/END DATE 13 JANUARY 2023 - 31 MAY 2025	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 17,334	Personal Funds	\$ 0
Living Expenses	\$ 13,967	Funds From This School	\$
Expenses of Dependents (0)	\$	Family Funds	\$ 35,423
Books, Insurance	\$ 4,122	On-Campus Employment	\$
TOTAL	\$ 35,423	TOTAL	\$ 35,423

REMARKS

Tuition/fees subject to change.

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: Bayleigh Dyer <small>Digitally signed by Bayleigh Dyer Date: 2022.11.29 11:37:57 -0600</small>	DATE ISSUED 29 November 2022	PLACE ISSUED Denton, TX
--	--	-----------------------------------

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

SIGNATURE OF: Suguna Garmidi	DATE
NAME OF PARENT OR GUARDIAN	SIGNATURE
	ADDRESS (city/state or province/country)
	DATE

SEVIS ID: N0033797467 (F-1)

NAME: Suguna Garmidi

EMPLOYMENT AUTHORIZATIONS

--

CHANGE OF STATUS/CAP-GAP EXTENSION

--

AUTHORIZED REDUCED COURSE LOAD

--

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

INSTRUCTIONS TO STUDENTS

STUDENT ATTESTATION. You should read everything on this page carefully. Be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before signing the student attestation on page 1 of the Form I-20 A-B. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

FORM I-20. The Form I-20 (this form) is the primary document to show that you have been admitted to school in the United States and that you are authorized to apply for admission to the United States in F-1 class of admission. You must have your Form I-20 with you at all times. If you lose your Form I-20, you must request a new one from your designated school official (DSO) at the school named on your Form I-20.

VISA APPLICATION. You must give this Form I-20 to the U.S. consular officer at the time you apply for a visa (unless you are exempt from visa requirements). If you have a Form I-20 from more than one school, be sure to present the Form I-20 for the school you plan to attend. Your visa will include the name of that school, and you must attend that school upon entering the United States. You must also provide evidence of support for tuition and fees and living expenses while you are in the United States.

ADMISSION. When you enter the United States, you must present the following documents to the officer at the port of entry: 1) a Form I-20; 2) a valid F-1 visa (unless you are exempt from visa requirements); 3) a valid passport; and 4) evidence of support for tuition and fees and living expenses while you are in the United States. The agent should return all documents to you before you leave the inspection area.

REPORT TO SCHOOL NAMED ON YOUR FORM I-20 AND VISA. Upon your first entry to the United States, you must report to the DSO at the school named on your Form I-20 and your F-1 visa (unless you are exempt from visa requirements). If you decide to attend another school before you enter the United States, you must present a Form I-20 from the new school to a U.S. consular officer for a new F-1 visa that names the new school. Failure to enroll in the school, by the program start date on your Form I-20 may result in the loss of your student status and subject you to deportation.

EMPLOYMENT. Unlawful employment in the United States is a reason for terminating your F-1 status and deporting you from the United States. You may be employed on campus at your school. You may be employed off-campus in curricular practical training (CPT) if you have written permission from your DSO. You may apply to U.S. Citizenship and Immigration Services (USCIS) for off-campus employment authorization in three circumstances: 1) employment with an international organization; 2) severe and unexpected economic hardship; and 3) optional practical training (OPT) related to your degree. You must have written authorization from USCIS before you begin work. Contact your DSO for details. Your spouse or child (F-2 classification) may not work in the United States.

PERIOD OF STAY. You may remain in the United States while taking a full course of study or during authorized employment after your program. F-1 status ends and you are required to leave the United States on the earliest of the following dates: 1) the program end date on your Form I-20 plus 60 days; 2) the end date of your OPT plus 60 days; or 3) the termination of your program for any other reason. Contact your DSO for details.

EXTENSION OF PROGRAM. If you cannot complete the education program by the program end date on page 1 of your Form I-20, you should contact your DSO at least 15 days before the program end date to request an extension.

SCHOOL TRANSFER. To transfer schools, first notify the DSO at the school you are attending of your plan to transfer, then obtain a Form I-20 from the DSO at the school you plan to attend. Return the Form I-20 for the new school to the DSO at that school within 15 days after beginning attendance at the new school. The DSO will then report the transfer to the Department of Homeland Security (DHS). You must enroll in the new school at the next session start date. The DSO at the new school must update your registration in SEVIS.

NOTICE OF ADDRESS. When you arrive in the United States, you must report your U.S. address to your DSO. If you move, you must notify your DSO of your new address within 10 days of the change of address. The DSO will update SEVIS with your new address.

REENTRY. F-1 students may leave the United States and return within a period of five months. To return, you must have: 1) a valid passport; 2) a valid F-1 student visa (unless you are exempt from visa requirements); and 3) your Form I-20, page 2, properly endorsed for reentry by your DSO. If you have been out of the United States for more than five months, contact your DSO.

AUTHORIZATION TO RELEASE INFORMATION BY SCHOOL. DHS requires your school to provide DHS with your name, country of birth, current address, immigration status, and certain other information on a regular basis or upon request. Your signature on the Form I-20 authorizes the named school to release such information from your records.

PENALTY. To maintain your nonimmigrant student status, you must: 1) remain a full-time student at your authorized school; 2) engage only in authorized employment; and 3) keep your passport valid. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

INSTRUCTIONS TO SCHOOLS

Failure to comply with 8 CFR 214.3(k) and 8 CFR 214.4 when issuing Forms I-20 will subject you and your school to criminal prosecution. If you issue this form improperly, provide false information, or fail to submit required reports, DHS may withdraw its certification of your school for attendance by nonimmigrant students.

ISSUANCE OF FORM I-20. DSOs may issue a Form I-20 for any nonimmigrant your school has accepted for a full course of study if that person: 1) plans to apply to enter the United States in F-1 status; 2) is in the United States as an F-1 nonimmigrant and plans to transfer to your school; or 3) is in the United States and will apply to change nonimmigrant status to F-1. DSOs may also issue the Form I-20 to the spouse or child (under the age of 21) of an F-1 student to use to enter or remain in the United States as an F-2 dependent. DSOs must sign where indicated at the bottom of page 1 of the Form I-20 to attest that the form is completed and issued in accordance with regulations.

ENDORSEMENT OF PAGE 2 FOR REENTRY. If there have been no substantive changes in information, DSOs may endorse page 2 of the Form I-20 for the student and/or the F-2 dependents to reenter the United States. If there have been substantive changes, the DSO should issue and sign a new Form I-20 that includes those changes.

RECORDKEEPING. DHS may request information concerning the student's immigration status for various reasons. DSOs should retain all evidence of academic ability and financial resources on which admission was based, until SEVIS shows the student's record completed or terminated.

AUTHORITY FOR COLLECTING INFORMATION. Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The Department of State and DHS use this information to determine eligibility for the benefits requested. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

REPORTING BURDEN. U.S. Immigration and Customs Enforcement collects this information as part of its agency mission under the Department of Homeland Security. The estimated average time to review the instructions, search existing data sources, gather and maintain the needed data, and complete and review the collection of information is 30 minutes (.50 hours) per response. An agency may not conduct or sponsor, and a person is not required to respond to an information collection unless a form displays a currently valid OMB Control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of the Chief Information Officer/Forms Management Branch, U.S. Immigration and Customs Enforcement, 801 I Street NW Stop 5800, Washington, DC 20536-5800. Do not send the form to this address.

Study with us

Your offer

26 October 2022

Dear Yaswitha

We are delighted to have made you an offer, to study at the University of Hertfordshire. Our offer is subject to the terms set out below and the other documents sent with this offer.

Your details

Full name Yaswitha Ogiboyina
University ID number 22032916

Your course

The details of the course on which we are offering you a place are set out below; please check them carefully and let us know immediately if you believe there is anything wrong. You can do this by replying to our email quoting the University ID number (22032916).

Course title MSc International Business
with Advanced Research

Course code BSMIBARM

Point of entry Year 1

Mode of study Full time

Place of study UH Hatfield Campus

Start date January 2023

We will advise you of your precise start date nearer the time

Length of course 2 Years

Your offer

Your offer is **unconditional**.

English language requirement

If your offer has an English language condition included, this is expressed as an IELTS requirement. If you do not have the required IELTS for entry, our [Pre-sessional courses](#) can help you to achieve this level.

Whilst we will accept tests of English other than IELTS, providing they are at the correct level for entry, if you are intending to undertake an English language test we would recommend that you undertake one of the UKVI Secure English Language Tests, further details are available on the [Home Office website](#).

Should you not meet the English language requirements for the course and need to undertake a pre-sessional English course we will only be able to accept a UKVI Secure English Language Test as evidence of your English language ability for entry to the pre-sessional course.

Visa

You will have to obtain a visa to study in the UK before you can take up your place. For further information, please visit [our website](#).

Before you can apply for a visa, we have to issue you with a Certificate of Acceptance for Studies (CAS). We can only do so if you meet certain criteria, which are set out in our **Codes of Practice** document, included with this offer, relating to our sponsorship of International students. Please read the **Codes of Practice** carefully as it will apply to you if you accept this offer. Please note that we reserve the right, in certain circumstances, not to issue a CAS or to withdraw a CAS even after you have accepted this offer. If we do not issue a CAS, you will not be able to obtain a visa, and you will not be able to take up your place at the University.

By requesting a CAS, you are confirming that you are fully aware of your responsibility to abide by the conditions of your student visa, should a CAS be issued to you. This includes not exceeding working hour restrictions as stated on your visa/BRP and your obligation to leave the UK when your visa expires. Further details about your responsibilities as an international student visa holder are available on the [UKCISA website](#).

Your fees

Tuition fee 2022	£16000
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The tuition fee for the 2022 academic year is set out above and is provided on the basis that you are an International student for fees purposes. If you are unsure or believe this is not the case please contact us as soon as possible. Your fee status may be reassessed if you have provided any incorrect information.

For further information about your tuition fees, including when they are due and the circumstances in which they may change for future years of your course please see the **Fees and Finance Policy** which is sent with this offer. If we anticipate there will be any additional course specific costs (for example, specialist equipment, art supplies, laboratory overalls or contributions to field trips) these will be highlighted in the **About your course** factsheet which is also sent with this offer.

Your fees (continued)

Please note that graduates of a University of Hertfordshire undergraduate degree (either in the UK or at a partner institution overseas) and who are starting a new postgraduate taught course at the university may be eligible to receive a 20% reduction of fees. See eligibility criteria for the 'UH Graduate Scholarship' in our Fees and Funding policy that's included with your offer.

Accepting this offer

We very much hope you choose to study with us, so the next step will be to formally accept this offer.

By accepting this offer, you are entering into a legal contract to study with the University of Hertfordshire, subject to you fulfilling the conditions (if any) of the offer.

To accept this offer, you must either pay a deposit of **£5000** (which will be offset against your first year tuition fee) or provide us with satisfactory evidence that your fees will be paid by a sponsor as recognised by the UKVI. The final deadline for the payment of deposits or receipt of evidence of sponsorship is 14/10/2022. If we have not received either by this date, this offer will be deemed to have been withdrawn. Please refer to section 2.10 of the Fees and Finance Policy for details of how the deposit (which contains a non-refundable element) may be paid or the evidence of sponsorship provided.

It may be necessary for the University to close courses earlier than this deposit date due to capacity. If this is the case, you will be contacted via email to advise you of either earlier deposit deadlines dates or that your course is now full.

If you do not require a student visa then you are not required to pay a deposit of £5000, to accept this offer please email international@herts.ac.uk

There is more information about the contract in the **Key Facts** document sent with this letter, so do please read it carefully (as well as the other accompanying documents) before accepting our offer.

On our part there are any conditions which have to be met before we can guarantee to run the course, these will also be set out in the **About your course** factsheet.

Changing your mind

You have a legal right to change your mind about accepting this offer within 14 days of doing so. Further information about this right, and how to exercise it, can be found in Section 23 of our **Key Facts** document sent with this offer.

We look forward to welcoming you to the University of Hertfordshire and wish you every success with your academic studies.

Warm regards

Jilly Crosby

Jilly Crosby
Head of Admissions
University of Hertfordshire



July 11, 2022

Ms. Venkata Thapaswini Thota
5-389, Ravi Anjaneyulu Street, Kurnool Road
Ongole, Andhra Pradesh 523001
India

Dear Venkata Thapaswini,

● Congratulations! We are pleased to offer you admission to the Computer Science MS program at the University of Central Florida for the Spring 2023 semester. This admission offer is only valid for the Spring 2023 semester.

Your application was reviewed using unofficial transcripts which you submitted; therefore, this offer is contingent on your submission of official transcripts. Official documentation is required for formal admission to UCF and must be submitted electronically (if your institution is able to send documents officially in this form) or in a sealed envelope directly to our office. You will be unable to register for any courses until your official transcripts have been received and verified to match the scanned copied of your documents submitted during your application review. Any discrepancies between your previously submitted unofficial transcripts and your official transcript could result in this offer of admission being rescinded.

Additionally, this admission offer is conditional until our office receives your final, official bachelor's transcripts. These are due by mid-term of the Spring 2023 semester. Official documentation is required and must be submitted electronically or in a sealed envelope directly to our office.

● Please note that you will only be able to register for courses for the term to which you have been admitted. Future term enrollment will be open to you following receipt of your final, official bachelor's transcripts.

Many UCF graduate students receive some form of financial support while pursuing their degree. If you are interested in a graduate assistantship or being nominated for a UCF graduate fellowship, contact your Graduate Program Director. If you have questions about university fellowships that require an application to be submitted to the College of Graduate Studies, email gradfellowship@ucf.edu. Due to Florida law, to be eligible for certain types of financial support, some individuals are required to provide additional details related to education, employment, and research activities. If you are one of these individuals, you will receive email communications from UCF containing additional instructions. If you fail to provide the required information and/or fail to disclose a substantial educational activity, employment activity, or research-related activity you may not be eligible to receive financial support and your ability to engage in research may be limited. For a complete reference of funding options, including information on how to submit the Free Application for Federal Student Aid (FAFSA), please review the UCF Financial Aid website.

UCF's Graduate Catalog is available exclusively online. Please visit the catalog for more information regarding the Computer Science MS program and the various rules, regulations, and procedures required for graduate students.

Registration information will be sent in a separate email. In the meantime, we encourage you to visit the official [UCF Academic Calendar](#) to get familiar with important academic and registration dates.

We want you to feel welcome at UCF so orientation sessions are available to help you get familiar with the campus. Details about UCF's [orientations](#) are available online.

We wish you success in your graduate studies and encourage you to join the amazing community of scholars at UCF in the Spring 2023 semester. An Admissions Offer Reply Form will appear on your [application portal](#). Please keep us informed of any decision that you make in regard to this admission offer and your desire to enroll by completing this form. Additionally, some graduate programs, including the College of Graduate Studies, may require a deadline for applicants to accept their offer of admission. Please monitor your email for any communication related to acceptance deadlines.

For information on the immigration documents needed for your I-20/DS-2019, please visit the [UCF Global website](#).

Again, congratulations on your admission to UCF! If you have any questions regarding this admission offer, please contact the director for your program or Dr. Devon Jensen - Associate Dean for UCF's College of Graduate Studies. Contact information can be found in the [Graduate Programs](#) section of the Graduate Catalog.

Sincerely,



Elizabeth Klonoff
Vice President for Research and Dean of the College of Graduate Studies



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
APPGE CET - 2022**

Roll Ticket Number	7347000500	Rank:	108
Candidate Name:	V CHINNARI	Father's Name:	V RAJA KUMAR
Gender:	FEMALE	Cast / Region	SC / AU

PROVISIONAL ALLOTMENT ORDER (for POECET CANDIDATES) PHASE-I

This is to inform that the options exercised by the candidates have been processed based on merit, rank, local area, sex, category, Special Reservation Category (CAPPHNCCSPORTS) etc and the candidate has been allotted a seat in

**DR.YSR COLLEGE OF ENGINEERING & TECHNOLOGY (FORMERLY ANU COLLEGE OF ENGG TECHNOLOGY-SELF FINANCE)
(ANCUSF1)**

in **COMMUNICATION ENGINEERING AND SIGNAL PROCESSING (MUCMSP) (SFS)**, under **SC_GIRLS_AU** category.

Tuition Fee fixed for the college/course is Rs.57000 /-.
Tuition Fee to be paid by the candidate is Rs. 0 /-.*

*Tuition fee exempted under fee reimbursement category.

Tuition fee exempted under fee reimbursement category the students belonging to SC/ ST/ BC/ EBC/ Disabled/ Minority categories will be considered for Full Reimbursement of Tuition Fee under Jagananna Vidya Deevena (RTF) scheme subject to verification and eligibility criteria prescribed by State Government of Andhra Pradesh vide G.O.M.S NO 60 dated 05/09/2010 of Social welfare (SW EDN 2) Dept., G.O.M.S NO-115 dated 13/11/2010 of Social Welfare (EDN) Dept., G.O.M.S NO:72 dated 18/10/2014 of social welfare (SW EDN 2) department, G.O.Ms No. 77 Social Welfare dept., dated 25.12.2020 and relevant instructions issued by Social Welfare and Higher Education Dept., Govt. of A.P. from time to time. In the event of the candidate found not eligible for fee reimbursement at a later date, the candidate shall have to pay the total fee as prescribed by the Competent authority.

Students who are eligible for tuition fee reimbursement under the Jagananna Vidya Deevana Scheme, tuition fee will be paid to concerned mother's bank account in four quarters. Hence, you are required to pay the tuition fee amount within one week to the college from the date of receiving the tuition fee amount from the Government.

Instructions to Candidates:

1. Reporting through Candidates Login from the website <http://appgecet.scha1.aponline.in> through self-reporting system or from a nearby help line center.
2. Take print out of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgement on 2nd copy from the College where you have reported and retain the same with you.
3. Both self reporting and reporting at the allotted college is compulsory to retain the present allotment. The last date for self reporting and reporting at the allotted College is 28.10.2022 (before 5.00PM). Pay all necessary fees if any to the allotted college.
4. If you do not report through Self-reporting system and/or not reporting at the allotted college, the provisional allotment will be cancelled and you have to start on the seat allotted.
5. If the academic credentials verified if found later at a later date, your allotment will be cancelled and you are also liable for criminal prosecution.
6. RGS or SFS (STIPENDARY), RGN OR SFN (NON-STIPENDARY)
7. Candidates, who get more than one allotment by virtue of their eligibility, can choose one college/course allotment through self-reporting system before joining the college. The other allotments will become null and void and they will be offered to other meritorious candidates in next phase of counselling.
8. A candidate having more than one allotment, self reporting and reported at college but wish to change his college shall have to cancel his allotment from already reported college and can change to another college with in stipulated date.
9. Allotments in pharmacy colleges are subjected to approval of Pharmacy Council of India.
10. All the Principals are requested to verify the original certificates viz caste, study, Income and Diploma/Degree certificate of the admitted candidate thoroughly and request to bring to the notice of the Convener, APPGE CET - 2022 Admissions for any irregularity.



**CONVENOR
APPGE CET - ADMISSIONS 2022**