



# 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 2022-23

S. No	Name of the Student Placed	Program Graduated from	Year of Graduation	Name of the Employer	Pay Package in LPA
1	Achyutha Ramya	ECE	2023	Vihanga Embed Soft	3.16 LPA
2	Chimmana Usha	ECE	2023	Stars Management	1.5 LPA
3	Guda Gowthami	ECE	2023	Greenmed Technologies	4.5 LPA
4	Maraka Himabindhu	ECE	2023	Vihanga Embed Soft	3.16 LPA
5	Marni Pavani	ECE	2023	Greenmed Technologies	4.5 LPA
6	Miriyala Vasumateja	ECE	2023	Stars Management	1.5 LPA
7	Nidamanuri Mydhili	ECE	2023	TCS	3.36 LPA
8	Haseena Sbaik	CSE	2023	TCS	3.36 LPA
9	Adaka Venkata Manvitha	CSE	2023	Zaggle	1.8 LPA
10	Appala Kamaneeya	CSE	2023	TCS	3.36 LPA
11	Atchukolu Lakshmi Prasanna	CSE	2023	Cadys India Pvt Ltd	3.43 LPA
12	Bhagavatula Naga Sai Vyshnavi	CSE	2023	Zaggle	1.8 LPA
13	Bitra Triveni	CSE	2023	Just Dial	2.4 LPA
14	Bode Sirisha	CSE	2023	Cadys India Pvt Ltd	3.43 LPA
15	Bollimuntha Bhu Lakshmi	CSE	2023	Cadys India Pvt Ltd	3.43 LPA
16	Botta Siri Chandana	CSE	2023	TCS	3.36 LPA
17	Dasari Amrutha	CSE	2023	Just Dial	2.4 LPA
18	Dhulipudi Jahnvi Priya	CSE	2023	Stars Management	1.5 LPA
19	Dola Thanmayi	CSE	2023	Stars Management	1.5 LPA
20	Gali Amulya	CSE	2023	TCS	3.36 LPA

21	Galle Keerthi	CSE	2023	Accenture	4.6 LPA
22	Gokaraju Akhila	CSE	2023	Just Dial	2.4 LPA
23	Bala Nandini Golapala	CSE	2023	TCS	3.36 LPA
24	I.Pavani Narmada	CSE	2023	Zaggle	1.8 LPA
25	Jerripothu Guru Lakshmi	CSE	2023	Vihanga Embed Soft	3.16 LPA
26	Kaki Hemanagasuseela	CSE	2023	Cadsys India Pvt Ltd	3.43 LPA
27	Kallagunta Chandana	CSE	2023	Stars Management	1.5 LPA
28	Kari Lahari	CSE	2023	Osi Systems Pvt. Ltd	3.5 LPA
29	Kesavarapu Ushodaya	CSE	2023	Ypoint Analytics Pvt.Ltd	3 LPA
30	Konatham Harika	CSE	2023	Osi Systems Pvt. Ltd	3.5 LPA
31	Kondi Sharanya Mounika	CSE	2023	Osi Systems Pvt. Ltd	3.5 LPA
32	Konka Sushma	CSE	2023	TCS	3.36 LPA
33	Koppula Mounika	CSE	2023	Caprus IT	2.16 LPA
34	Kota Chandra Bhanu	CSE	2023	Talent Pace	3.0 LPA
35	Kothapali Manju	CSE	2023	Stars Management	1.5 LPA
36	Kunamneni.Ragha Sudha	CSE	2023	Stars Management	1.5 LPA
37	Lalam Harini	CSE	2023	Osi Systems Pvt. Ltd	3.5 LPA
38	Mallampati Pallavi	CSE	2023	Cadsys India Pvt Ltd	3.43 LPA
39	Mula Aswini	CSE	2023	Caprus IT	2.16 LPA
40	Ogiboyina Tulasi	CSE	2023	Osi Systems Pvt. Ltd	3.5 LPA
41	Pattem Manju Vani	CSE	2023	Cadsys India Pvt Ltd	3.43 LPA
42	Rettu Tejaswini	CSE	2023	Stars Management	1.5 LPA
43	Shaik Kashipha	CSE	2023	Stars Management	1.5 LPA
44	Somu Sowjanya	CSE	2023	Cadsys India Pvt Ltd	3.43 LPA
45	Tippagudishe Lakshmi Prasanna	CSE	2023	Accenture	4.6 LPA
46	Uppalapati Ahalya	CSE	2023	Cadsys India Pvt Ltd	3.43 LPA

47	Alluri Chaitanya	ECE	2023	Stars Management	1.5 LPA
48	Bodduluri Lasya	ECE	2023	Cadsys India Pvt Ltd	3.43 LPA
49	Chandadi Sruthi	ECE	2023	Greenmed Technologies	4.5 LPA
50	Chandu Sai Lakshmi	ECE	2023	Stars Management	1.5 LPA
51	Godasu Jaya Sravani	ECE	2023	TCS	3.36 LPA
52	Choppara Bhavyasree	ECE	2023	Vihanga Embed Soft	3.16 LPA
53	Killa Bhavana	ECE	2023	Zaggle	1.8 LPA
54	Koniki Surekha	ECE	2023	Caprus It	2.16 LPA
55	Immadabattina Bhavya	ECE	2023	TCS	3.36 LPA
56	Mallarapu Charulatha	ECE	2023	Greenmed Technologies	4.5 LPA
57	Mandhalapu Sindhu Priya	ECE	2023	Talent Pace	3.0 LPA
58	Mohammad Sheema Arjaman	ECE	2023	Publicis Sapient	8.47 LPA
59	Nandam Leela Pravallika	ECE	2023	Greenmed Technologies	4.5 LPA
60	Palam Naveena	ECE	2023	Vihanga Embed Soft	3.16 LPA
61	Pandaraboyina Anitha	ECE	2023	Caprus IT	2.16 LPA
62	Parisa Tejo Vyshnavi	ECE	2023	Just Dial	2.4 LPA
63	Penugonda Hdyhavi	ECE	2023	TCS	3.36 LPA
64	Prasadam Iswarya	ECE	2023	Vihanga Embed Soft	3.16 LPA
65	Pulipati Ramya Vani	ECE	2023	Greenmed Technologies	4.5LPA
66	Kola Supraja	ECE	2023	Just Dial	2.4 LPA
67	Kundeti Hima Bindu	ECE	2023	Talent Pace	3.0 LPA
68	Yannam Priyanka	ECE	2023	Stars Management	1.5 LPA

*B. Conyall*  
Training & Placement Officer



*L. N. Anam*  
Principal

PRINCIPAL  
BAPATLA WOMEN'S ENGINEERING COLLEGE  
BAPATLA



VES/OFFER/0092

12<sup>th</sup> June, 2023

Dear Ms. Achyutha Ramya,

**Offer Letter from Vihanga EmbedSoft, Bangalore**

1. We refer to the Written test and Technical discussions held today for an open position at Vihanga EmbedSoft, Bangalore. Based on your performance in the Technical interview, we are pleased to intimate that you have been selected for the position of "Software Test Engineer". The Terms & Conditions of the offer are enclosed with this offer letter.
2. We welcome you to the family of Vihanga EmbedSoft and look forward to a mutually beneficial association. To help Vihanga EmbedSoft meet its accelerated growth plan, we would appreciate your In-Person joining on 19<sup>th</sup> June, 2023 @ 9:30am.
3. You are requested to provide the following documents on the joining date:
  - i. Salary & Relieving certificate from the last employers(if applicable).
  - ii. All academic certificates & mark sheet from Class X to Highest educational qualification declared by you
  - iii. Name and address of two references (not a relative)
  - iv. latest passport size photograph
  - v. One Photocopy of your PAN Card
  - vi. One photocopy of Passport or Aadhar card as address and ID proof.
  - vii. Your Bank details with a cancelled check/Bank Passbook.
  - viii. Signed Offer Letter
4. If you require any clarification, please do not hesitate to contact us or call us.
5. You are requested to acknowledge this offer letter and send us an acceptance of the offer on or before 15<sup>nd</sup> June, 2023.

Yours faithfully

*K.P. Sreeram*

Sreeram Kristipati  
Managing Partner



Enclosure to VES/OFFER/0084 dated 12<sup>th</sup> June 2023

**Offer - Terms & Conditions – Ms. Achyutha Ramya**

1. **Date of Appointment and Designation:** Your appointment will be effective from your Date of Joining. You are designated as “Software Test Engineer”
2. **Salary :** The salary split during and On successful completion of the Orientation is as follows:
  - i) **During Orientation:** A stipend of Rs. 12,000 per month & no other perks are applicable.
  - ii) **Post Orientation:** Major salary components (CTC) will comprise of
    - a. Consolidated Salary will be Rs. 22,600.00 per month.
    - b. Performance Bonus of Rs 24000.00 (maximum) will be paid on completion of Twelve Months at Vihanga EmbedSoft.
    - c. Vihanga EmbedSoft will provide an individual Insurance cover, leave Encashment.
    - d. PF & Gratuity contribution from Vihanga EmbedSoft as per statutory requirement

Sl.No.	Salary Component	Emoluments
<b>A. Monthly Pay and Allowances</b>		
1	Basic Pay	11,300
2	House Rent Allowance	4,520
6	Special Allowance	6,780
	<b>Total</b>	<b>22,600</b>
<b>B. Monthly Deductions</b>		
1	PF Contribution by Employee	NA
2	Professional Tax	200
3	TDS ( if applicable)	-
	<b>Total Deductions</b>	<b>200</b>
	<b>Total Monthly Pay &amp; Allowances (A-B)</b>	<b>22,400</b>
<b>C. Additional Monthly Pay (pro rata)</b>		
1	PF Contribution by Vihanga EmbedSoft	NA
2	Premium contribution by Vihanga EmbedSoft for health Insurance	400
3	Annual Leave Encashment (Monthly Pro rata)	870
4	Annual Performance Bonus (Monthly Pro rata )	2,000
5	Gratuity (Monthly Pro rata )	544
	<b>Total of Additional Monthly Pay</b>	<b>3,814</b>
	<b>D. Grand Total - Monthly Pay (A + C)</b>	<b>26,414</b>
	<b>E. Gross Annual Income (CTC)</b>	<b>3,16,968</b>

3. **Orientation Duration:** The duration of the Orientation is for 4 Months. During this period, you are expected to undergo training in Vihanga EmbedSoft Premises.

4. **Place of work:** The place of work will be as far as possible in Bangalore, through Vihanga EmbedSoft. However, you should be prepared to work anywhere in India, if the company so directs you on account of emergencies of work.
5. **Responsibility:** You will be responsible for Software Development and Verification activities. Depending on Customer's and Project requirements, the responsibilities will be defined / modified.
6. **Reporting:** You will be reporting to the Managing Partner of Vihanga EmbedSoft. When deputed to Customer site, you will be responsible to the respective Project Manager for your work deliverables and Quality.
7. **Working Days & Hours**
  - a) Normally Vihanga EmbedSoft works for 6 Working days. However, when deputed at customers place, you are expected to work as per customer working hours/days/Project demand.
  - b) Your working hours will be defined by the project needs. You may however, be required to work additional hours if and when required for fulfillment of your responsibility
8. **Leave:** Leave shall be availed on prior approval except in emergencies where you shall intimate in advance. During the first Four months from date of joining, you will not be entitled to any paid leave. On completion of Fourth month, you will be eligible for One Day paid leave after completion of each calendar month. However, at any point in time you will be allowed to avail maximum of two consecutive working days leave.
9. **Exclusivity:** Your position is a full-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on any other capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not seek employment with the Customer where you have been deputed by Vihanga EmbedSoft.
10. **Background Check:**
  - a) The Company shall, at its discretion, will conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time.
  - b) If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to be removed from service without any notice.
11. **Dress Code:** You are required to be dressed in Business Formals.
12. **Employee's Non-Disclosure Agreement:** You will have to execute the employee's non-disclosure agreement as stipulated by the company at the time of joining on duty.
12. **Separation from Vihanga EmbedSoft:** We seek your continued association as a long term employee. However, for reasons beyond control, you may seek separation from the company. Since Vihanga EmbedSoft continually will invest in your growth, it is important that the separation process is managed professionally. You will be required to give a minimum Sixty Days (60) notice in writing. During this period you shall complete all activities in a most professional manner.



13. **Termination:** In the event of any misconduct on your part or breach of your terms of employment the company holds right to terminate forthwith without notice and is not bound to give any reason thereof. The employment may also be terminated by the Company without notice for cause including but not limited to failure to perform duties, willful dishonesty, fraud, disobedience, poor performance, disorderly behavior, negligence, indiscipline, unauthorized absence from duty, conviction by any court of law, etc.
14. **Voluntary Abandonment:** Should you not report to duty for more than Two consecutive days without prior approval of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company. Company will not issue relieving letter unless and until satisfied about the reasons. You will also be required to pay damages caused to the business due to the discontinuity in the form of minimum 120 days full pay and allowances.
15. **Handing Over on Separation / Termination:** On termination of this employment contract, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings affects or records etc belonging to the company or relating to its business and shall not make or retain any copies of these items. The above terms and conditions are subject to company policy.

Please sign and return a copy of this letter as token of your acceptance.

I accept the above terms and conditions.

Name:

Date :



## OFFER LETTER

Date: 02/12/2023

Dear Chimmana.Usha,

We would like to offer you the position -Business Associate in our Company, Stars Management.

Congratulations...! Your date of joining is – 11/12/2023, 9.00am.

You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:

SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).

There will be level by level learning and promotion

Stage 1-Business Associate (13k to 30k)

Stage 2 - HRD Trainer (13k to 40k)

Stage 3 - Team Leader (18k to 40k)

Stage 4 - Assistant Owner (25k to 60k)

Stage 5 - SBU Head (35k to 1.5L)

When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.

You require to Submit the following documents and collect your Appointment Letter from us at the earliest

1. 3 PP size photographs
2. 1 Photostat copies of Pan Card
3. Latest copy of updated CV/ Bio-data
4. 1 Photostat copy of the certificate (any one semester exam )
5. 1 Photostat copies of Address Proof
6. 1 Photostat copies of bank pass-book

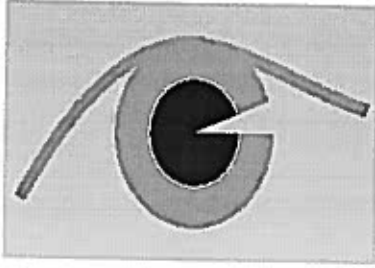
Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**

No.134, 4th Floor, Co-Operative Society Building, KH Road, Shanti Nagar, Bengaluru, Karnataka  
560027. Mob: 8088791005



## **GREENMED TECHNOLOGIES**

**Plot #1136, 2<sup>nd</sup> Floor,  
16<sup>th</sup> Avenue, Ashok Nagar,  
Chennai-600083.**

**E-mail: [contact@greenmed.in](mailto:contact@greenmed.in)  
GSTIN-33BWIPA6933R1Z3**

09/05/2023

**GUDA GOWTHAMI**

**Bapatla Women's Engineering College**

**Srinivasa Nagar, Near Indian Overseas Bank, Bapatla, 522101.**

Dear Ms. Gowthami,

### **WHOMSOEVER IT MAY CONCERN**

We are pleased to offer you an Job at **GREENMED TECHNOLOGIES**. We are delighted to offer you the position of **ELECTRONICS ENGINEER**. Your starting date will be 15/05/2023. Your CTC will be 3-7 LPA depends on training performance.

We feel confident that you will contribute your skill and gain experience to the growth of our organisation.

We look forward to hearing back from you to accept this position.

Sincerely,

**Greenmed Technology**

Designation

Signature





VES/OFFER/0087

12<sup>th</sup> June, 2023

Dear Ms. Maraka Himabindhu,

**Offer Letter from Vihanga EmbedSoft, Bangalore**

1. We refer to the Written test and Technical discussions held today for an open position at Vihanga EmbedSoft, Bangalore. Based on your performance in the Technical interview, we are pleased to intimate that you have been selected for the position of "Software Test Engineer". The Terms & Conditions of the offer are enclosed with this offer letter.
2. We welcome you to the family of Vihanga EmbedSoft and look forward to a mutually beneficial association. To help Vihanga EmbedSoft meet its accelerated growth plan, we would appreciate your In-Person joining on 19<sup>th</sup> June, 2023 @ 9:30am.
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  - i. Salary & Relieving certificate from the last employers(if applicable).
  - ii. All academic certificates & mark sheet from Class X to Highest educational qualification declared by you
  - iii. Name and address of two references (not a relative)
  - iv. latest passport size photograph
  - v. One Photocopy of your PAN Card
  - vi. One photocopy of Passport or Aadhar card as address and ID proof.
  - vii. Your Bank details with a cancelled check/Bank Passbook.
  - viii. Signed Offer Letter
4. If you require any clarification, please do not hesitate to contact us or call us.
5. You are requested to acknowledge this offer letter and send us an acceptance of the offer on or before 15<sup>nd</sup> June, 2023.

Yours faithfully

*K.P. Sreeram*

Sreeram Kristipati  
Managing Partner

Enclosure to VES/OFFER/0084 dated 12<sup>th</sup> June 2023

**Offer - Terms & Conditions – Ms. Maraka Himabindhu**

1. **Date of Appointment and Designation:** Your appointment will be effective from your Date of Joining. You are designated as “Software Test Engineer”
2. **Salary :** The salary split during and On successful completion of the Orientation is as follows:
  - i) **During Orientation:** A stipend of Rs. 12,000 per month & no other perks are applicable.
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    - a. Consolidated Salary will be Rs. 22,600.00 per month.
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    - c. Vihanga EmbedSoft will provide an individual Insurance cover, leave Encashment.
    - d. PF & Gratuity contribution from Vihanga EmbedSoft as per statutory requirement

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6	Special Allowance	6,780
	<b>Total</b>	<b>22,600</b>
<b>B. Monthly Deductions</b>		
1	PF Contribution by Employee	NA
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3	TDS ( if applicable)	--
	<b>Total Deductions</b>	<b>200</b>
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<b>C. Additional Monthly Pay (pro rata)</b>		
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9. **Exclusivity:** Your position is a full-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on any other capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not seek employment with the Customer where you have been deputed by Vihanga EmbedSoft.
10. **Background Check:**
  - a) The Company shall, at its discretion, will conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time.
  - b) If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to be removed from service without any notice.
11. **Dress Code:** You are required to be dressed in Business Formals.
12. **Employee's Non-Disclosure Agreement:** You will have to execute the employee's non-disclosure agreement as stipulated by the company at the time of joining on duty.
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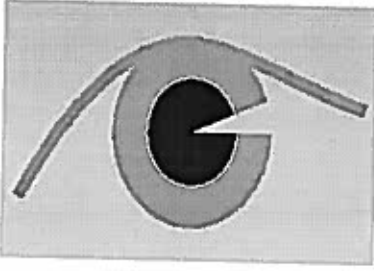
13. **Termination:** In the event of any misconduct on your part or breach of your terms of employment the company holds right to terminate forthwith without notice and is not bound to give any reason thereof. The employment may also be terminated by the Company without notice for cause including but not limited to failure to perform duties, willful dishonesty, fraud, disobedience, poor performance, disorderly behavior, negligence, indiscipline, unauthorized absence from duty, conviction by any court of law, etc.
14. **Voluntary Abandonment:** Should you not report to duty for more than Two consecutive days without prior approval of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company. Company will not issue relieving letter unless and until satisfied about the reasons. You will also be required to pay damages caused to the business due to the discontinuity in the form of minimum 120 days full pay and allowances.
15. **Handing Over on Separation / Termination:** On termination of this employment contract, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings affects or records etc belonging to the company or relating to its business and shall not make or retain any copies of these items. The above terms and conditions are subject to company policy.

Please sign and return a copy of this letter as token of your acceptance.

I accept the above terms and conditions.

Name:

Date :



**GREENMED TECHNOLOGIES**

**Plot #1136, 2<sup>nd</sup> Floor,  
16<sup>th</sup> Avenue, Ashok Nagar,  
Chennai-600083.**

**E-mail: [contact@greenmed.in](mailto:contact@greenmed.in)  
GSTIN-33BWIPA6933R1Z3**

09/05/2023

**MARNI PAVANI**

**Bapatla Women's Engineering College**

**Srinivasa Nagar, Near Indian Overseas Bank, Bapatla, 522101.**

Dear Ms. Pavani,

**WHOMSOEVER IT MAY CONCERN**

We are pleased to offer you an Job at **GREENMED TECHNOLOGIES**. We are delighted to offer you the position of **ELECTRONICS ENGINEER**. Your starting date will be 15/05/2023. Your CTC will be 3-7 LPA depends on training performance.

We feel confident that you will contribute your skill and gain experience to the growth of our organisation.

We look forward to hearing back from you to accept this position.

Sincerely,

**Greenmed Technology**

Designation

Signature





**OFFER LETTER**

**Date: 02/12/2023**

**Dear Miriyala.Vasumateja,**

**We would like to offer you the position -Business Associate in our Company, Stars Management.**

**Congratulations...! Your date of joining is – 11/12/2023, 9.00am.**

**You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:**

**SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).**

**There will be level by level learning and promotion**

**Stage 1-Business Associate (13k to 30k)**

**Stage 2 - HRD Trainer (13k to 40k)**

**Stage 3 -Team Leader (18k to 40k)**

**Stage 4 - Assistant Owner (25k to 60k)**

**Stage 5 - SBU Head (35k to 1.5L)**

**When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.**

**Your require to Submit the following documents and collect your Appointment Letter from us at the earliest**

- 1. 3 PP size photographs**
- 2. 1 Photostat copies of Pan Card**
- 3. Latest copy of updated CV/ Bio-data**
- 4. 1 Photostat copy of the certificate (any one semester exam )**
- 5. 1 Photostat copies of Address Proof**
- 6. 1 Photostat copies of bank pass-book**

**Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.**

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**

**No.134, 4th Floor, Co-Operative Society Building, KH Road, Shanti Nagar, Bengaluru, Karnataka  
560027. Mob: 8088791005**



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223970911/Hyderabad**  
**Date: 24/11/2022**

Ms. Mydhili Nidamanuri  
1-2 Cr Colony KothapatnamCr Colony,  
Kothapatnam,  
Ongole-523286,  
Andhra Pradesh.  
Tel# 91-9440170376

Dear Mydhili Nidamanuri,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/CT20223970911**

**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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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## 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.



## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

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

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 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 unauthorizedly 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



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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- 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)
  - 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.



#### 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 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,

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## 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



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET**

Annexure 1

Name	Mydhili Nidamanuri
Designation	Assistant System Engineer-Trainee
Institute Name	Bapatla Womens Engineering College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pakharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> 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 filling 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.





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223974387/Hyderabad**  
**Date: 24/11/2022**

Ms. Haseena Shaik  
Velampalli, Maddipadu(Mnd), Prakasam(Dist)Thalluru Road,  
Near Masid,  
Ongole-523211,  
Andhra Pradesh.  
Tel# 91-9949404936

Dear Haseena Shaik,

**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 **Infrastructure Services (IS)** 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 &

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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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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## 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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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

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

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 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 unauthorizedly 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

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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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **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 TCSL) which needs to be verified by a registered medical practitioner having a minimum

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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)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TCSL/CT20223974387

### **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 31 11 Email: careers@tcs.com



- \*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

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**TATA CONSULTANCY SERVICES**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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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

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**GROSS SALARY SHEET**

Annexure 1

<b>Name</b>	Haseena Shaik
<b>Designation</b>	Assistant System Engineer-Trainee
<b>Institute Name</b>	Bapatla Womens Engineering College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		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
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> 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	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> 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
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> 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	<b>KOLKATA</b> 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
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## 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 filling 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.

To,  
Ms. Adaka Venkata Manvitha  
Hyderabad

Date: 5<sup>th</sup> September, 2023

**OFFER OF EMPLOYMENT**

Dear Manvitha ,

We are happy to offer you the role of "Trainee - QA", Zaggle Prepaid Ocean Services Ltd based at Hyderabad.

- 1) You are required to join us on 11th September 2023 in the capacity of "Trainee – QA". The agreed compensation is Rs.15,000/- Net per month (Rupees Fifteen Thousand net per month) during Training.

The duration of the Training will be 6 Months from the date of joining.

This offer has been extended based on the information furnished by you at the time of interview and subsequent interactions.

Should there be any discrepancy in the information you have shared (verbal/written/supporting documents/certificates), the organization retains the right to withdraw this offer.

You will be governed by the Terms and Conditions of the company, which are subject to change from time to time. You shall be issued a service letter post successful completion of 6 months from your date of joining.

Upon your joining you will be assigned to Reporting Manager, who will discuss with you the roles & responsibilities for your job.

Please share a signed copy of this letter as a token of your acceptance on the offer and confirming your date of joining with Zaggle Prepaid Ocean Services Ltd.

We look forward to your acceptance and welcoming you to the Zaggle family soon.

Sincerely,  
For Zaggle Prepaid Ocean Services Ltd.

 |  | 

**Zaggle Prepaid Ocean Services Limited**

(formerly known as Zaggle Prepaid Ocean Services Private Limited)

Regd. Office: 301, III Floor, CSR Estate, Plot No.8, Sector 1, HUDA Techno Enclave, Madhapur Main Road, Hyderabad, Rangareddi – 500081, Telangana. Ph.: 040 23119049



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223971060/Hyderabad**

**Date: 24/11/2022**

Ms. Kamaneeya Appala  
6-6-5Gbc Road,  
Near Old Bus Stand,  
Bapatla-522101,  
Andhra Pradesh.  
Tel# 91-9948977262

Dear Kamaneeya Appala,

**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 &

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**TCSL/CT20223971060**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCSL/CT20223971060

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## 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 unauthorizedly 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

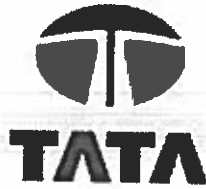
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 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



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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **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 TCSL) which needs to be verified by a registered medical practitioner having a minimum

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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)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*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 in spite 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

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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

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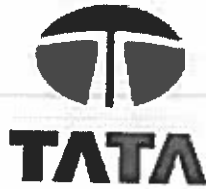
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interested in this employment and this offer will be automatically withdrawn.

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**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET**

Annexure 1

<b>Name</b>	<b>Kamaneeya Appala</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Bapatla Womens Engineering College</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuit/	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> 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.

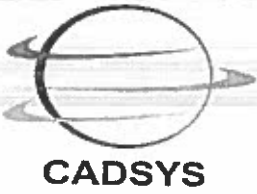
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein 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 or 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.



## CADSYS (INDIA) LTD

Regd. Office : 3-6-262, 2nd Floor,  
Trumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

06<sup>th</sup> May, 2023

Confidential

Ref: HR/CSY/GIS/OPS/2023/REV/JDE/07/03/2023

To  
Ms. Lakshmi Prasanna Atchukolu,  
Bapatla, Guntur District,  
Andhra Pradesh – 522101.

Dear Ms. Lakshmi Prasanna A,

### Sub: Offer Letter

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on 08<sup>th</sup> May 2023 @ 9:45 AM at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



**Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

**Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

**Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



## Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED

Manager – Human Resources

I accept the terms of this letter

\_\_\_\_\_

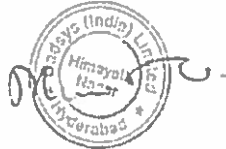
**ANNEXURE-A**

**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	10000	120000
House Rent Allowance	4000	48000
Professional Development Allowance	1000	12000
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2400	28800
<b>Gross Salary (A)</b>	<b>20000</b>	<b>240000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	191	2292
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>17859</b>	<b>214308</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	829	9948
Gratuity	481	5769
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>28610</b>	<b>343317</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.



To,  
Ms. Bhagavatula Naga Sai Vaishnavi  
Hyderabad

Date: 5<sup>th</sup> September, 2023

**OFFER OF EMPLOYMENT**

Dear Vaishnavi,

We are happy to offer you the role of "Trainee - QA", Zaggle Prepaid Ocean Services Ltd based at Hyderabad.

- 1) You are required to join us on 11th September 2023 in the capacity of "Trainee – QA". The agreed compensation is Rs.15,000/- Net per month (Rupees Fifteen Thousand net per month) during Training.

The duration of the Training will be 6 Months from the date of joining.

This offer has been extended based on the information furnished by you at the time of interview and subsequent interactions.

Should there be any discrepancy in the information you have shared (verbal/written/supporting documents/certificates), the organization retains the right to withdraw this offer.

You will be governed by the Terms and Conditions of the company, which are subject to change from time to time. You shall be issued a service letter post successful completion of 6 months from your date of joining.

Upon your joining you will be assigned to Reporting Manager, who will discuss with you the roles & responsibilities for your job.

Please share a signed copy of this letter as a token of your acceptance on the offer and confirming your date of joining with Zaggle Prepaid Ocean Services Ltd.

We look forward to your acceptance and welcoming you to the Zaggle family soon.

Sincerely,  
For Zaggle Prepaid Ocean Services Ltd.

 |  | 

**Zaggle Prepaid Ocean Services Limited**

(formerly known as Zaggle Prepaid Ocean Services Private Limited)

Regd. Office: 301, III Floor, CSR Estate, Plot No.8, Sector 1, HUDA Techno Enclave, Madhapur Main Road,  
Hyderabad, Rangareddi – 500081, Telangana. Ph.: 040 23119049

CIN : U65999TG2011PLC074795 | PAN : AAACZ4965E | accounts.hyd@zaggle.in | www.zaggle.in



**18-06-2023****To,  
BitraTriveni  
Hyderabad****Dear Bitra Triveni,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10142187**.

**1. Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **15-06-2023** and your place of posting is **Hyderabad**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

**2. Compensation**

Your consolidated compensation per annum on Cost to Company basis is **INR 240000 (Two lakh forty thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 16000/-
2. CTC per month - 4th month onwards - Rs. 20000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.12000/-
4. Total CTC per annum - Rs. 240000/-

"Accepted By"

Bitra Triveni  
18-06-2023  
07:15:10

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

### **3. Probation**

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

### **4. Hours of Work**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Bitra Triveni  
18-06-2023  
07:06:10

**5. Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

**6. Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Bitra Triveni  
18-06-2023  
07:06:10

**7. Background Verification**

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

**8. Termination of Employment**

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Bitra Triveni  
18-06-2023  
07:06:10

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.

ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expense, any penalty, interest or damages caused to Company due to any of your acts of omission.

h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Bitra Triveni  
18-06-2023  
07:06:10

**9. Performance Adherence**

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

**10. Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

**11. Period of Employment**

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

**12. Business Continuity**

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

**13. "My JD" Mobile Application**

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Bitra Triveni  
18-06-2023  
07:06:10

**14. General**

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

**Please note-**

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment. In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,  
For Just Dial Limited

"Accepted By"

  
Mudra Rastogi  
Regional Head - Human Resources

Bitra Triveni  
18-06-2023  
07:06:10

Annexure:-

Just Dial Ltd. - Compensation Package

Employee Name Bitra Triveni Department Sales	
Designation Marketing Executive Executive Date 15-06-2023 CTC (in INR) 240000 per annum	
(First 3 months)	
<b>Fixed Components</b>	
Basic 11775	Monthly
House Rent Allowance (HRA) 1403	(4th Month onwards)
Customer Handling Allowance 0	
Conveyance Allowance 0	11775
<b>Salary (C1) 13178</b>	5277
<b>Statutory Components</b>	
Employer PF Contribution 1413	0
Employer ESIC Contribution 428	17052
<b>Benefit's (C2) 1841</b>	
<b>Reimbursements</b>	
Sodexo U	1413
Conveyance Reimbursement U	554
Fuel Reimbursement U	1967
Reimbursements (C3) U	0
Statutory Bonus 981	0
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a) 15000</b>	0
<b>Deductions</b>	
Employee PF Contribution 1413	981
Employee ESIC Contribution 99	20000
<b>Total Deductions (b) 1512</b>	1413
<b>*Net Take Home (a - b - C2) 12647</b>	128
<b>***Overall CTC</b>	1541
	16492

\* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited

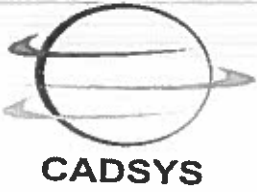


Mudra Rastogi  
Regional Head - Human Resources

"Accepted By"

Bitra Triveni  
18-06-2023  
07:06:10





## CADSYS (INDIA) LTD

Regd. Office : 3-6-262, 2nd Floor,  
Tirumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

21<sup>st</sup> April, 2023

Confidential

Ref: HR/CSY/GIS/OPS/2023/JDE/08/03/2023

To  
Ms. Sirisha Bode,  
V. Reddypalem, Rompecherla Mandal,  
Guntur District, Andhra Pradesh – 522615.

Dear Ms. Sirisha B,

### Sub: Offer Letter

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on 03<sup>rd</sup> May 2023 @ 9:45 AM at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

### **Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

### **Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



## Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED

  
Manager – Human Resources



I accept the terms of this letter

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**ANNEXURE-A**

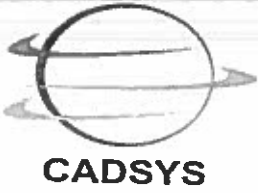
**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	9500	114000
House Rent Allowance	3800	45600
Professional Development Allowance	950	11400
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2150	25800
<b>Gross Salary (A)</b>	<b>19000</b>	<b>228000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	184	2208
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>16866</b>	<b>202392</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	796	9552
Gratuity	457	5481
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>27553</b>	<b>330633</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.





# CADSYS (INDIA) LTD

Regd. Office : 3-6-262, 2nd Floor,  
Tirumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

06<sup>th</sup> May, 2023

Confidential

Ref: HR/CSY/GIS/OPS/2023/REV/JDE/07/03/2023

To  
Ms. Bollimuntha Bhulakshmi,  
Bapatla, Guntur District,  
Andhra Pradesh – 522101.

Dear Ms. Bhulakshmi B

### Sub: Offer Letter

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

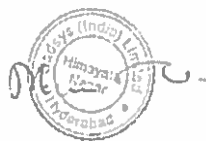
You need to report on 08<sup>th</sup> May 2023 @ 9:55 AM at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

### **Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

### **Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



## Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of **Rupees One Lakh (Rs.1,00,000)** towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED

  
Manager – Human Resources



I accept the terms of this letter

\_\_\_\_\_

**ANNEXURE-A**

**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	10000	120000
House Rent Allowance	4000	48000
Professional Development Allowance	1000	12000
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2400	28800
<b>Gross Salary (A)</b>	<b>20000</b>	<b>240000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	191	2292
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>17859</b>	<b>214308</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	829	9948
Gratuity	481	5769
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>28610</b>	<b>343317</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.







**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223855084/Hyderabad**  
**Date: 29/09/2022**

Ms. Siri Chandana Botta  
2-328,  
Kesari Vari Street,  
Vallabhapuram-522308,  
Andhra Pradesh.  
Tel# -

Dear Siri Chandana Botta,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential  
TCSL/CT20223855084

**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 `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCSLCT20223855084

**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 31 11 Email: careers@tcs.com



## 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.



## 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 unauthorizedly 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



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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.





#### 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 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 Sri Lankan 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,

TCS Confidential

TCSL/CT20223855084

### **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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



- 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)
  - 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	Siri Chandana Botta
Designation	Assistant System Engineer-Trainee
Institute Name	Bapatla Womens Engineering College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI -- Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 18 building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure

### 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 or 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.

**18-06-2023**

**To,  
Dasari Amrutha  
Hyderabad**

**Dear Dasari Amrutha ,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10142186**.

### **1. Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **15-06-2023** and your place of posting is **Hyderabad**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### **2. Compensation**

Your consolidated compensation per annum on Cost to Company basis is **INR 240000 (Two lakh forty thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 16000/-
2. CTC per month - 4th month onwards - Rs. 20000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.12000/-
4. Total CTC per annum - Rs. 240000/-

"Accepted By"

Dasari Amrutha  
18-06-2023  
07:06:10

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

### **3. Probation**

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

### **4. Hours of Work**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Dasari Amrutha  
18-06-2023  
07:06:10

**5. Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

**6. Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Dasari Amrutha

18-06-2023

07:06:10



## **7. Background Verification**

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

## **8. Termination of Employment**

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Dasari Amrutha  
18-06-2023  
07:06:10

f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

- i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
- ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Dasari Amrutha  
18-06-2023  
07:06:10

**9. Performance Adherence**

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

**10. Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

**11. Period of Employment**

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

**12. Business Continuity**

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

**13. "My JD" Mobile Application**

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Dasari Amrutha  
18-06-2023  
07:06:10

**14. General**

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

**Please note-**

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.

In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,

For Just Dial Limited

"Accepted By"



Mudra Rastogi  
Regional Head - Human Resources

Dasari Amrutha  
18-06-2023  
07:06:10

Annexure:-

**Just Dial Ltd. - Compensation Package**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name Dasari Amrutha Department Sales		
Designation Tele Marketing Executive Effective Date 15-06-2023		
CTC (in INR) 240000/- per annum		
(First 3 months)		
Fixed Components		Monthly
		(4th Month onwards)
Basic 11775		
House Rent Allowance (HRA) 1403		
Customer Handling Allowance 0		11775
Conveyance Allowance 0		5277
Salary (C1) 13178		0
Statutory Components		0
Employer PF Contribution 1413		17052
Employer ESIC Contribution 428		
Benefit's (C2) 1841		1413
Reimbursements		554
Sodexo 0		1967
Conveyance Reimbursement 0		
Fuel Reimbursement 0		0
Reimbursements (c3) 0		0
Statutory Bonus 981		0
CTC (Total C1+C2+C3 + Statutory Bonus)(a) 16000		0
Deductions		981
Employee PF Contribution 1413		20000
Employee ESIC Contribution 99		
Total Deductions (b) 1512		1413
*Net Take Home (a - b - C2) 12647		128
***Overall CTC		1541
		16492
		20000

\* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited

"Accepted By"



Mudra Rastogi  
Regional Head - Human Resources

Dasari Amrutha  
18-06-2023  
07:06:10



## OFFER LETTER

Date: 02/12/2023

Dear Dhulipudi.Jahnvi Priya,

We would like to offer you the position -Business Associate in our Company, Stars Management.

Congratulations...! Your date of joining is – 11/12/2023, 9.00am.

You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:

SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).

There will be level by level learning and promotion

Stage 1-Business Associate (13k to 30k)

Stage 2 - HRD Trainer (13k to 40k)

Stage 3 - Team Leader (18k to 40k)

Stage 4 - Assistant Owner (25k to 60k)

Stage 5 - SBU Head (35k to 1.5L)

When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.

Your require to Submit the following documents and collect your Appointment Letter from us at the earliest

1. 3 PP size photographs
2. 1 Photostat copies of Pan Card
3. Latest copy of updated CV/ Bio-data
4. 1 Photostat copy of the certificate (any one semester exam )
5. 1 Photostat copies of Address Proof
6. 1 Photostat copies of bank pass-book

Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**

No.134, 4th Floor, Co-Operative Society Building, KH Road, Shanti Nagar, Bengaluru, Karnataka  
560027. Mob: 8088791005



**OFFER LETTER**

Date: 02/12/2023

Dear Dola.Thanmayi,

We would like to offer you the position -Business Associate in our Company, Stars Management.

Congratulations...! Your date of joining is – 11/12/2023, 9.00am.

You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:

SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).

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**ALL THE BEST....!**

Managing Director.

V.Sakthi Krishnan

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560027. Mob: 8088791005



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223974392/Hyderabad**  
**Date: 24/11/2022**

Dear Gali Amulya,

**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 **Infrastructure Services (IS)** 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 &

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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.

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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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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## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 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 unauthorizedly 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



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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **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 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)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*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

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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

**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](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



GROSS SALARY SHEET

Annexure 1

Name	Gali Amulya
Designation	Assistant System Engineer-Trainee
Institute Name	Bapatla Womens Engineering College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawa Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, 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.

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TCS Careers Serviceline: 1800 209 31 11 Email: [careers@tcs.com](mailto:careers@tcs.com)

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 09/16/2023

Keerthi Galle

C12269266

kollipara

9346852642

Dear Keerthi Galle,

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.

Version 11.0 Sep-2023

1

Candidate's Signature Gr. Keerthi

Reference Id: 9156b6e2-3cd2-46da-9e88-a09172784671\_1  
Signed By: MAHESH VASUDEO ZURALE

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.

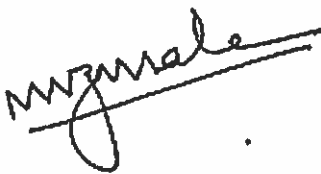
After accepting this Offer, we encourage you visit Countdown to the Company-

(<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

G. Keerthi  
17/10/2023

Keerthi Galle

**ANNEXURE I**

**COMPENSATION & BENEFITS**

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

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
<b>Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)</b>	INR 6,400/-
<b>Notional Insurance Premium paid by Company</b>	INR 13,800/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	INR 460700/-
<b>(E)##Additional Discretionary Reimbursements</b>	
<b>Annual Internet reimbursement</b>	INR 12,000/- (capped at INR 1,000/- per month)
<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
<b>Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value</b>	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 need 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 percentage 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/approvals 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:

G. Keerthi

Keerthi Galle

Date: 17/10/2023

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."

18-06-2023

To,  
Gokaraju Akhila  
Hyderabad

Dear Gokaraju,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10142188**.

### 1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **15-06-2023** and your place of posting is **Hyderabad**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### 2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 240000 (Two lakh forty thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 16000/-
2. CTC per month - 4th month onwards - Rs. 20000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.12000/-
4. Total CTC per annum - Rs. 240000/-

"Accepted By"

Gokaraju Akhila  
18-06-2023  
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**\*You will be eligible for Salary revision & Retention bonus on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)**

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

#### **● Probation**

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

#### **4. Hours of Work**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

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Gokaraju Akhila

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## **5. Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

## **6. Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Gokaraju Akhila

18-06-2023

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## **7. Background Verification**

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

## **8. Termination of Employment**

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Gokaraju Akhila

18-06-2023

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f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

- i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
- ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Gokaraju Akhila

18-06-2023

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## **9. Performance Adherence**

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

## **10. Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

## **11. Period of Employment**

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

## **12. Business Continuity**

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

## **13. "My JD" Mobile Application**

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Gokaraju Akhila

18-06-2023

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**14. General**

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

**Please note-**

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment. In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,  
For Just Dial Limited



Mudra Rastogi  
Regional Head - Human Resources

"Accepted By"

Gokaraju Akhila  
18-06-2023  
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Annexure:-

**Just Dial Ltd. - Compensation Package**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Gokaraju Akhila	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	15-06-2023	
CTC (in INR)	240000/- per annum	
<b>Pay structure</b>	<b>Monthly</b>	<b>Monthly</b>
	(First 3 months)	(4th Month onwards)
<b>Fixed Components</b>		
Basic	11775	11775
House Rent Allowance (HRA)	1403	5277
Customer Handling Allowance	0	0
Conveyance Allowance	0	0
<b>Salary (C1)</b>	<b>13178</b>	<b>17052</b>
<b>Statutory Components</b>		
Employer PF Contribution	1413	1413
Employer ESIC Contribution	428	554
<b>Benefit's(C2)</b>	<b>1841</b>	<b>1967</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(c3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>981</b>	<b>981</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>16000</b>	<b>20000</b>
<b>Deductions</b>		
Employee PF Contribution	1413	1413
Employee ESIC Contribution	99	128
<b>Total Deductions (b)</b>	<b>1512</b>	<b>1541</b>
<b>Net Take Home {a - b - C2}</b>	<b>12647</b>	<b>16492</b>
<b>***Overall CTC</b>	<b>16000</b>	<b>20000</b>

\* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited



Mudra Rastogi  
Regional Head - Human Resources

"Accepted By"

Gokaraju Akhila  
18-06-2023  
07:06:10



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223974394/Hyderabad**  
**Date: 24/11/2022**

Dear Bala Nandini Golapala,

**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 **Infrastructure Services (IS)** 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 &

**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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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.

## **TATA CONSULTANCY SERVICES**

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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 `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCS Careers Serviceline: 1800 209 31 11 Email: careers@tcs.com



## 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.

## 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 31 11 Email: careers@tcs.com



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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

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

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 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 unauthorizedly 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

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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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **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 TCSL) which needs to be verified by a registered medical practitioner having a minimum

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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)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*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 in spite 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

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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

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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

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**GROSS SALARY SHEET**

Annexure 1

Name	Bala Nandini Golapala
Designation	Assistant System Engineer-Trainee
Institute Name	Bapatla Womens Engineering College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>		
	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		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
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752

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Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, 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 filling 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.



Why Haggle! When you can Zaggle!

To,  
Ms. Inapakolla Pavani Narmada  
Hyderabad

Date: 5<sup>th</sup> September, 2023

**OFFER OF EMPLOYMENT**

Dear Pavani,

We are happy to offer you the role of "Trainee - QA", Zaggle Prepaid Ocean Services Ltd based at Hyderabad.

- 1) You are required to join us on 11th September 2023 in the capacity of "Trainee – QA". The agreed compensation is Rs.15,000/- Net per month (Rupees Fifteen Thousand net per month) during Training.

The duration of the Training will be 6 Months from the date of joining.

This offer has been extended based on the information furnished by you at the time of interview and subsequent interactions.

Should there be any discrepancy in the information you have shared (verbal/written/supporting documents/certificates), the organization retains the right to withdraw this offer.

You will be governed by the Terms and Conditions of the company, which are subject to change from time to time. You shall be issued a service letter post successful completion of 6 months from your date of joining.

Upon your joining you will be assigned to Reporting Manager, who will discuss with you the roles & responsibilities for your job.

Please share a signed copy of this letter as a token of your acceptance on the offer and confirming your date of joining with Zaggle Prepaid Ocean Services Ltd.

We look forward to your acceptance and welcoming you to the Zaggle family soon.

Sincerely,  
For Zaggle Prepaid Ocean Services Ltd.

| |

**Zaggle Prepaid Ocean Services Limited**

(formerly known as Zaggle Prepaid Ocean Services Private Limited)

Regd. Office: 301, III Floor, CSR Estate, Plot No.8, Sector 1, HUDA Techno Enclave, Madhapur Main Road,  
Hyderabad, Rangareddi – 500081, Telangana. Ph.: 040 23119049

CIN : U65999TG2011PLC074795 | PAN : AAACZ4965E | accounts.hyd@zaggle.in | www.zaggle.in



VES/OFFER/0084

12<sup>th</sup> June, 2023

Dear Ms. Jerripothu GuruLakshmi,

**Offer Letter from Vihanga EmbedSoft, Bangalore**

1. We refer to the Written test and Technical discussions held today for an open position at Vihanga EmbedSoft, Bangalore. Based on your performance in the Technical interview, we are pleased to intimate that you have been selected for the position of "Software Test Engineer". The Terms & Conditions of the offer are enclosed with this offer letter.
2. We welcome you to the family of Vihanga EmbedSoft and look forward to a mutually beneficial association. To help Vihanga EmbedSoft meet its accelerated growth plan, we would appreciate your In-Person joining on 19<sup>th</sup> June, 2023 @ 9:30am.
3. You are requested to provide the following documents on the joining date:
  - i. Salary & Relieving certificate from the last employers(if applicable).
  - ii. All academic certificates & mark sheet from Class X to Highest educational qualification declared by you
  - iii. Name and address of two references (not a relative)
  - iv. latest passport size photograph
  - v. One Photocopy of your PAN Card
  - vi. One photocopy of Passport or Aadhar card as address and ID proof.
  - vii. Your Bank details with a cancelled check/Bank Passbook.
  - viii. Signed Offer Letter
4. If you require any clarification, please do not hesitate to contact us or call us.
5. You are requested to acknowledge this offer letter and send us an acceptance of the offer on or before 15<sup>nd</sup> June, 2023.

Yours faithfully

*K.P. Sreeram*

Sreeram Kristipati  
Managing Partner



Enclosure to VES/OFFER/0084 dated 12<sup>th</sup> June 2023

**Offer - Terms & Conditions – Ms. Jerripothu GuruLakshmi**

1. **Date of Appointment and Designation:** Your appointment will be effective from your Date of Joining. You are designated as “Software Test Engineer”
2. **Salary :** The salary split during and On successful completion of the Orientation is as follows:
  - i) **During Orientation:** A stipend of Rs. 12,000 per month & no other perks are applicable.
  - ii) **Post Orientation:** Major salary components (CTC) will comprise of
    - a. Consolidated Salary will be Rs. 22,600.00 per month.
    - b. Performance Bonus of Rs 24000.00 (maximum) will be paid on completion of Twelve Months at Vihanga EmbedSoft.
    - c. Vihanga EmbedSoft will provide an individual Insurance cover, leave Encashment.
    - d. PF & Gratuity contribution from Vihanga EmbedSoft as per statutory requirement

Sl.No.	Salary Component	Emoluments
<b>A. Monthly Pay and Allowances</b>		
1	Basic Pay	11,300
2	House Rent Allowance	4,520
6	Special Allowance	6,780
	<b>Total</b>	<b>22,600</b>
<b>B. Monthly Deductions</b>		
1	PF Contribution by Employee	NA
2	Professional Tax	200
3	TDS ( if applicable)	–
	<b>Total Deductions</b>	<b>200</b>
	<b>Total Monthly Pay &amp; Allowances (A-B)</b>	<b>22,400</b>
<b>C. Additional Monthly Pay (pro rata)</b>		
1	PF Contribution by Vihanga EmbedSoft	NA
2	Premium contribution by Vihanga EmbedSoft for health Insurance	400
3	Annual Leave Encashment (Monthly Pro rata)	870
4	Annual Performance Bonus (Monthly Pro rata )	2,000
5	Gratuity (Monthly Pro rata )	544
	<b>Total of Additional Monthly Pay</b>	<b>3,814</b>
	<b>D. Grand Total - Monthly Pay (A + C)</b>	<b>26,414</b>
	<b>E. Gross Annual Income (CTC)</b>	<b>3,16,968</b>

3. **Orientation Duration:** The duration of the Orientation is for 4 Months. During this period, you are expected to undergo training in Vihanga EmbedSoft Premises.



4. **Place of work:** The place of work will be as far as possible in Bangalore, through Vihanga EmbedSoft. However, you should be prepared to work anywhere in India, if the company so directs you on account of emergencies of work.
5. **Responsibility:** You will be responsible for Software Development and Verification activities. Depending on Customer's and Project requirements, the responsibilities will be defined / modified.
6. **Reporting:** You will be reporting to the Managing Partner of Vihanga EmbedSoft. When deputed to Customer site, you will be responsible to the respective Project Manager for your work deliverables and Quality.
7. **Working Days & Hours**
  - a) Normally Vihanga EmbedSoft works for 6 Working days. However, when deputed at customers place, you are expected to work as per customer working hours/days/Project demand.
  - b) Your working hours will be defined by the project needs. You may however, be required to work additional hours if and when required for fulfillment of your responsibility
8. **Leave:** Leave shall be availed on prior approval except in emergencies where you shall intimate in advance. During the first Four months from date of joining, you will not be entitled to any paid leave. On completion of Fourth month, you will be eligible for One Day paid leave after completion of each calendar month. However, at any point in time you will be allowed to avail maximum of two consecutive working days leave.
9. **Exclusivity:** Your position is a full-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on any other capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not seek employment with the Customer where you have been deputed by Vihanga EmbedSoft.
10. **Background Check:**
  - a) The Company shall, at its discretion, will conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time.
  - b) If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to be removed from service without any notice.
11. **Dress Code:** You are required to be dressed in Business Formals.
12. **Employee's Non-Disclosure Agreement:** You will have to execute the employee's non-disclosure agreement as stipulated by the company at the time of joining on duty.
12. **Separation from Vihanga EmbedSoft:** We seek your continued association as a long term employee. However, for reasons beyond control, you may seek separation from the company. Since Vihanga EmbedSoft continually will invest in your growth, it is important that the separation process is managed professionally. You will be required to give a minimum Sixty Days (60) notice in writing. During this period you shall complete all activities in a most professional manner.





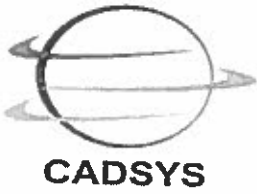
13. **Termination:** In the event of any misconduct on your part or breach of your terms of employment the company holds right to terminate forthwith without notice and is not bound to give any reason thereof. The employment may also be terminated by the Company without notice for cause including but not limited to failure to perform duties, willful dishonesty, fraud, disobedience, poor performance, disorderly behavior, negligence, indiscipline, unauthorized absence from duty, conviction by any court of law, etc.
14. **Voluntary Abandonment:** Should you not report to duty for more than Two consecutive days without prior approval of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company. Company will not issue relieving letter unless and until satisfied about the reasons. You will also be required to pay damages caused to the business due to the discontinuity in the form of minimum 120 days full pay and allowances.
15. **Handing Over on Separation / Termination:** On termination of this employment contract, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings affects or records etc belonging to the company or relating to its business and shall not make or retain any copies of these items. The above terms and conditions are subject to company policy.

Please sign and return a copy of this letter as token of your acceptance.

I accept the above terms and conditions.

Name:

Date :



06<sup>th</sup> May, 2023

Confidential

Ref: HR/CSY/GIS/OPS/2023/REV/JDE/07/03/2023

To  
Ms. Kaki Hema Naga Suseela,  
Bapatla, Guntur District,  
Andhra Pradesh – 522101.

Dear Ms. Suseela K,

**Sub: Offer Letter**

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on **08<sup>th</sup> May 2023 @ 10:00 AM** at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

### **Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

### **Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



### Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED

  
Manager – Human Resources



I accept the terms of this letter

\_\_\_\_\_

## ANNEXURE-A

### SALARY BREAK- UP DETAILS

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	10000	120000
House Rent Allowance	4000	48000
Professional Development Allowance	1000	12000
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2400	28800
<b>Gross Salary (A)</b>	<b>20000</b>	<b>240000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	191	2292
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>17859</b>	<b>214308</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	829	9948
Gratuity	481	5769
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>28610</b>	<b>343317</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.





## OFFER LETTER

Date: 02/12/2023

Dear Kallagunta Chandana,

We would like to offer you the position -Business Associate in our Company, Stars Management.

Congratulations...! Your date of joining is – 11/12/2023, 9.00am.

You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:

SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).

There will be level by level learning and promotion

Stage 1-Business Associate (13k to 30k)

Stage 2 - HRD Trainer (13k to 40k)

Stage 3 - Team Leader (18k to 40k)

Stage 4 - Assistant Owner (25k to 60k)

Stage 5 - SBU Head (35k to 1.5L)

When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.

You require to Submit the following documents and collect your Appointment Letter from us at the earliest

1. 3 PP size photographs
2. 1 Photostat copies of Pan Card
3. Latest copy of updated CV/ Bio-data
4. 1 Photostat copy of the certificate (any one semester exam )
5. 1 Photostat copies of Address Proof
6. 1 Photostat copies of bank pass-book

Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.

**ALL THE BEST....!**

Managing Director.

V.Sakthi Krishnan

July 14, 2023

Offer Letter

Dear Lahari,

Congratulations and welcome to the OSI family!

I am positive that a highly motivated individual like you will be a good addition to our team.

On behalf of OSI Systems Pvt. Ltd., I am pleased to offer you the position of “**Technical Support Trainee**” on terms and conditions mutually discussed and agreed. Your job location will be in OSI Systems Pvt Ltd - Ascendas IT Park, Madhapur, Hyderabad and joining date is on or before **July 20, 2023**. Failing to join on or before the joining date the offer will be void. You will receive an annual compensation of **INR 350,000.00- p.a.** (Three Lakhs Fifty thousand Rupees only). The break-up of this compensation is as specified in Annexure I.

**Working Location:** You will be based out of OSI Systems Pvt Ltd Ascendas IT Park Madhapur, Hyderabad. However, you may be posted or transferred to any location within India or abroad as per the business needs of “The Company”. You should be flexible working in rotational shifts which is mentioned by your reporting manager.

**Reporting Manager:** You will be reporting to Iftikar H Laskar.

**Probation:** You will be on probation for a period of six (6) months from the date of joining. On completion of six months your performance will be reviewed and if found satisfactory, the employment with the organization will be confirmed. However management reserves the right to extend the probation period or terminate you if your performance is found below satisfactory level during the six months period.

Please confirm the offer acceptance by 16th July 2023 from the date of Offer, failing which the offer will be void. Kindly send your Resignation acceptance of your present company along with offer acceptance.

**Documents to be submitted to Human Resources on joining:** You are required to submit copies of following documents on the day of your joining.

- Educational certificates (from 10th standard till last education) / mark sheets.
- Relieving letters of all previous employments and the recent original salary slip of last three months of your last employer
- PAN card, Passport & Aadhar card
- Form 16 issued by your last employer
- 5 recent passport size photographs.

**Note: Detailed Employment letter would be given to you on your joining date.**

**Human Resources**

**N V M S Lokesh Alapati**



Email:

Date: June 15, 2023

Dear Kesavarapu Ushodaya,  
6-8-37, Gayatrinagar,  
Kavali, Nellore,  
Andhra Pradesh - 524201  
Email - [ushay19cs2656@gmail.com](mailto:ushay19cs2656@gmail.com)  
Ph: - 93908 37898

**Congratulations!**

We are delighted to inform you that effective from June 15, 2023 you have been appointed as an Software Developer (Trainee), for an initial period of 15 months.

During this period you will be entitled to a monthly stipend of INR 25,000. Upon successful completion of 6 months of service and based on your performance evaluation, your employment terms and conditions shall be reviewed.

Your internship will be governed by the rules, regulations and policies of the Company and can be terminated anytime if your conduct is found not satisfactory.

The terms of this letter shall remain confidential and shall not be disclosed to any third party. Non abidance would be deemed as misconduct and could result in termination without notice.

Kindly sign the below acceptance, as a token of your irrevocable acceptance.

We welcome you to Y Point and wish you a long, rewarding and fulfilling career ahead.

Look forward to your joining.

Yours sincerely,

For Y Point Analytics (India) Pvt. Ltd.,



Devina Gupta  
Executive - HR

CC to:

1. PA, Director's Office;
2. Finance Officer

**This has the approval of competent authority.**

July 14, 2023

Offer Letter

Dear Harika,

Congratulations and welcome to the OSI family!

I am positive that a highly motivated individual like you will be a good addition to our team.

On behalf of OSI Systems Pvt. Ltd., I am pleased to offer you the position of “**Technical Support Trainee**” on terms and conditions mutually discussed and agreed. Your job location will be in OSI Systems Pvt Ltd - Ascendas IT Park, Madhapur, Hyderabad and joining date is on or before **July 20, 2023**. Failing to join on or before the joining date the offer will be void. You will receive an annual compensation of **INR 350,000.00- p.a.** (Three Lakhs Fifty thousand Rupees only). The break-up of this compensation is as specified in Annexure I.

**Working Location:** You will be based out of OSI Systems Pvt Ltd Ascendas IT Park Madhapur, Hyderabad. However, you may be posted or transferred to any location within India or abroad as per the business needs of “The Company”. You should be flexible working in rotational shifts which is mentioned by your reporting manager.

**Reporting Manager:** You will be reporting to Iftikar H Laskar.

**Probation:** You will be on probation for a period of six (6) months from the date of joining. On completion of six months your performance will be reviewed and if found satisfactory, the employment with the organization will be confirmed. However management reserves the right to extend the probation period or terminate you if your performance is found below satisfactory level during the six months period.

Please confirm the offer acceptance by 16th July 2023 from the date of Offer, failing which the offer will be void. Kindly send your Resignation acceptance of your present company along with offer acceptance.

**Documents to be submitted to Human Resources on joining:** You are required to submit copies of following documents on the day of your joining.

- Educational certificates (from 10th standard till last education) / mark sheets.
- Relieving letters of all previous employments and the recent original salary slip of last three months of your last employer
- PAN card, Passport & Aadhar card
- Form 16 issued by your last employer
- 5 recent passport size photographs.

**Note: Detailed Employment letter would be given to you on your joining date.**

**Human Resources**

**N V M S Lokesh Alapati**

July 14, 2023

Offer Letter

Dear Sharanya Mounika,

Congratulations and welcome to the OSI family!

I am positive that a highly motivated individual like you will be a good addition to our team.

On behalf of OSI Systems Pvt. Ltd., I am pleased to offer you the position of “**Technical Support Trainee**” on terms and conditions mutually discussed and agreed. Your job location will be in OSI Systems Pvt Ltd - Ascendas IT Park, Madhapur, Hyderabad and joining date is on or before **July 20, 2023**. Failing to join on or before the joining date the offer will be void. You will receive an annual compensation of **INR 350,000.00- p.a.** (Three Lakhs Fifty thousand Rupees only). The break-up of this compensation is as specified in Annexure I.

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Please confirm the offer acceptance by 16th July 2023 from the date of Offer, failing which the offer will be void. Kindly send your Resignation acceptance of your present company along with offer acceptance.

**Documents to be submitted to Human Resources on joining:** You are required to submit copies of following documents on the day of your joining.

- Educational certificates (from 10th standard till last education) / mark sheets.
- Relieving letters of all previous employments and the recent original salary slip of last three months of your last employer
- PAN card, Passport & Aadhar card
- Form 16 issued by your last employer
- 5 recent passport size photographs.

**Note: Detailed Employment letter would be given to you on your joining date.**

**Human Resources**

**N V M S Lokesh Alapati**



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223974396/Hyderabad**  
**Date: 24/11/2022**

Dear Konka Sushma,

**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 **Infrastructure Services (IS)** 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 &

## **TATA CONSULTANCY SERVICES**

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 31 11 Email: [careers@tcs.com](mailto: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.

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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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## 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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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

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

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 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 unauthorizedly 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

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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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 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 TCSL) which needs to be verified by a registered medical practitioner having a minimum

## TATA CONSULTANCY SERVICES

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Bangalore, Hyderabad 500 081 India  
Website: www.tcs.com  
Marina Point, Mumbai 400 021  
Email: careers@tcs.com



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)
- 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. 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/L1 matrix.

#### 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 or failure to clear one or more tests successfully would entitle TCSL to withdraw the 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 details, 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, performance assessment, performance management, job rotation, career development including leadership level, diversity and inclusion initiatives, global mobility, wellness programs, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more collection of Personal Information (PI) attributes processed for various legitimate purposes. All your PI 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 prior 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, transportation and 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 as mentioned in this offer letter.

(f) In case of overseas deputation, applicable regulatory provisions and / or TCS policies would be governed as per 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 do not report 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	Konka Sushma
Designation	Assistant System Engineer-Trainee
Institute Name	Taty Womens Engineering College

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. The defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is single and Rs. 3,900/- per beneficiary needs to be applied for dependent children.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the Gross Salary during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure.

Component Category
House Rent Allowance
Leave Travel Assistance
Food Card
<b>GROSS BOUQUET OF BENEFITS</b>

Employee is not to restructure your BoB, TCSL

Successful completion of the TCS Xplore Program. Successful completion of the TCS Xplore Program.

If the employee is married or married with Children, the amount mentioned above will be reduced to the amount mentioned amount.

The amount mentioned above will be reduced to the amount mentioned amount during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure.

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752

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Tata Co

Deccanpark, No 1 Software

Tel: 91 40 6667 2000

Registered Office Nirmal Buid

TCS Careers Servicelin

KEY SERVICES

ces Limited

hapur, Hyderabad 500 081 India

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Nariman Point, Mumbai 400 021

11 Email: careers@tcs.com

Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Plot # 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue: Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - B-1, SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), Plot # 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, Plot # 4, Kumaran Nagar, Old Mahabalipuram Rd, Chennai - 600119, Tamil Nadu</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawai Pahari, Gurgaon - 122001, Haryana</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Plot # 44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th Floor, TCS Business Park, Block - C &amp; D, Sector - 62, Gachibowli - 501309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Plot # 1, Makramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Cluster, Village Tigariya Badshah &amp; Bada Bangarda, Tel Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>Kolkata</b> TCS XP HR Lead Tata Consultancy Services Limited, Plot # 18 building, 2nd Floor, Plot - IIF/12 ,New Market, Kolkata - 700160,West Bengal OR Plot # 1, 2nd Floor, Wanderers Building,Delta Park - Kolkata</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark Kakkanad, Kerala 682042</p>	<p><b>Mumbai</b> TCS XP HR Lead Tata Consultancy Services, Plot # 1, Pokharan Road Number 2, TCS Approach Road, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441101</p>	<p><b>Pune</b> TCS XP HR Lead Tata Consultancy Services, Plot # 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom Trivandrum - 695581, India</p>	

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all information, data, material of TCS (including for and on behalf of Clients) that comes into the possession of the Associate and shall include the following:

(a) Any and all information processing software, properties, items, information, data, material or any nature whatsoever, parts thereof, additions thereto and materials related thereto, produced or used in 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. This shall include source code, machine instructions wherever resident on any hardware and software,

(b) All other information and material including but not limited to design, method of construction, specifications, drawings, services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, object codes, source codes, copy rights, trade secrets, systems, software, calculations, computer programs, notes, methods, drawings, computations, and all copies thereof (including for and on behalf of Clients of TCS).

(c) Corporate strategies and other confidential information which could cause competitive harm to TCS.

(d) Customer and prospective customer information.

(e) All other information and material 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 information entrusted by TCS to the Associate.

information and Know-how, information and data, material of TCS (including for and on behalf of Clients) that comes into the possession of the Associate and shall include the following:

software, properties, items, information, data, material or any nature whatsoever, parts thereof, additions thereto and materials related thereto, produced or used in 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. This shall include source code, machine instructions wherever resident on any hardware and software,

including to design, method of construction, specifications, drawings, services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, object codes, source codes, copy rights, trade secrets, systems, software, calculations, computer programs, notes, methods, drawings, computations, charts and all documentation therefore and all copies thereof (including for and on behalf of Clients of TCS).

and proprietary material and information, which could cause competitive harm to TCS,

information 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 information entrusted by TCS to the Associate.



**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 a confidential and secret character of TCS business. Associate further acknowledges that he or she will be entrusted with Confidential Information in the capacity in which he or she will be employed by TCS. In order to safeguard the Confidential Information, it is necessary for TCS to require the Associate to sign this Confidential Information, secret and confidential.

and that such Confidential Information is vital to the continued success of TCS's business and that he or she is associated with TCS in a capacity in which he or she is entrusted with all or part of such Confidential Information. Associate acknowledges that he or she is associated with TCS in a capacity in which he or she is entrusted with all or part of such Confidential Information by holding it

**5. Use of third party material**

Associate expressly agrees that it shall not use any third party material or intellectual property rights provided by TCS or its Clients or without the express written authorisation or license or approval of TCS. Associate agrees to abide by the Intellectual Property Rights Policy of TCS and while working on the project of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, Associate shall not use any third party material or intellectual property rights except those intellectual property rights provided by TCS or its Clients or without having proper authorisation or license or approval of TCS. Associate acknowledges that he or she is the owner of such intellectual property

in the course of his or her association with TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, Associate shall not use any third party material or intellectual property rights except those intellectual property rights provided by TCS or its Clients or without having proper authorisation or license or approval of TCS. Associate acknowledges that he or she is the owner of such intellectual property

**6. Security policies and Guidelines**

Associate agrees to abide by the Security Policies and Guidelines of TCS and while working on the project of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, Associate shall not use any third party material or intellectual property rights except those intellectual property rights provided by TCS or its Clients or without having proper authorisation or license or approval of TCS. Associate acknowledges that he or she is the owner of such intellectual property

for any and all policies, documents, and processes including Intellectual Property Rights Policy of TCS and while working on the project of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, Associate shall not use any third party material or intellectual property rights except those intellectual property rights provided by TCS or its Clients or without having proper authorisation or license or approval of TCS. Associate acknowledges that he or she is the owner of such intellectual property

**7. Working in SBWS Framework**

Associate may be required to work in a Shared Business Working Space (SBWS) (remote working) as per the applicable policy.

or its Client premises or from home as per the applicable policy and / or the provisions of the applicable policy.

Associate understands that working in a Shared Business Working Space (SBWS) (remote working) may have higher confidentiality and information security risks. Associate acknowledges that when working in a Shared Business Working Space (SBWS) (remote working) he or she will comply with and work in accordance with the applicable policy and / or the provisions of the applicable policy.

Associate acknowledges that when working in a Shared Business Working Space (SBWS) (remote working) he or she will comply with and work in accordance with the applicable policy and / or the provisions of the applicable policy.

(a) will work only in a private, secure environment as per the applicable policy and / or the provisions of the applicable policy.

compliance with the guidelines

(b) will comply with and work in accordance with the applicable policy and / or the provisions of the applicable policy.

in accordance with TCS Data Privacy and Security

(c) will bring to the notice of HR of the Unit if the Associate is found from working in a manner inconsistent with the Company's protocols.

(d) will inform the HR of the Unit if the Associate is found to be an individual who is employed by a competitor of TCS or TCS client assigned to, or if any other circumstances exist which implicate the provision of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to the Company's obligations.

(f) will be using the Company allotted laptop (together called "official asset") only to access the Company's authorized means (or the Customer products) as mandated by the Customer).

(g) will not allow anybody to share the confidential information while being used.

circumstances that prevent Associate from adhering to data privacy and security policies/

shares a home with any family member who is an employee of TCS or TCS client the Associate is found to be in a position which implicates the TCS Code of Conduct

Confidentiality, IP Protection / Non-Disclosure

on any unauthorized computing device or network (including TCS network/customer network through which the Associate is authorized to access the customer network if so, the Associate shall ensure that the device is not being used.

Associate shall not have made, replicate, reproduce, use, or disclose for his or her own use or for any other purpose, any confidential information or properties of TCS that is or may be in the possession of the Associate in the course of his or her employment with TCS, unless specifically authorized to do so by TCS.

Associate shall not assign any patent or copyright now existing or hereafter obtained, or to be granted, or implied by the terms of this Agreement, or by the disclosure of the Confidential Information.

**8. Restriction on Associate's Rights**

Associate agrees that he or she shall not sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any confidential information including the Confidential Information revealed to him or her by TCS or which is in the possession of the Associate in the course of his or her employment with TCS come into his or her possession or control in writing by TCS.

**9. No License**

TCS and Associate agree that no license or other right in the Confidential Information hereafter obtained by TCS is granted, or to be granted, or implied by the terms of this Agreement, or by the disclosure of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information and / or knowledge of Associate is of highly confidential and proprietary nature. It is further acknowledged by Associate that 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 will cause TCS to suffer severe, immediate and irreparable damage and Associate shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including specific performance and injunctive relief, in addition to whatever remedies are available at law.

## 11. General

(a) The provisions hereof shall be interpreted and enforced in accordance with the laws of India.

(b) In the event of any dispute or claim arising out of or in connection with the provisions herein contained or may claim in respect of the subject matter hereof, the Parties shall be referred to a person to be nominated by the Parties in writing to be the Arbitrator. The Arbitration and Conciliation Act, 1996 shall apply to the arbitration. Associate confirms that the fact that the Arbitrator is a nominee of TCS shall not be a ground for objecting to such arbitration. The venue of arbitration shall be Mumbai and the binding jurisdiction shall be governed by the laws of India.

(c) If any provision hereof shall be held to be null and void, it shall be deemed to be severed from the Agreement and if the Agreement is held to be null and void without it, the Parties hereto shall be legally valid.

(d) This Confidentiality clause shall survive the termination or expiry of the Agreement referred in any such document and shall supersede any other provisions in any matter thereof. No delay in exercising or enforcing any of their rights or remedies hereunder shall be a bar to the exercise of any of their rights or remedies hereunder.

information that comes into the possession of Associate shall be of highly confidential and proprietary nature. Associate will cause TCS to suffer severe, immediate and irreparable damage and Associate shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief, in addition to whatever remedies are available at law.

shall be interpreted and enforced in accordance with the laws of India.

the interpretation of any of the terms hereof, the Parties shall be referred to a person to be nominated by the Parties in writing to be the Arbitrator. The Arbitration and Conciliation Act, 1996 shall apply to the arbitration. Associate confirms that the fact that the Arbitrator is a nominee of TCS shall not be a ground for objecting to such arbitration. The venue of arbitration shall be Mumbai and the binding jurisdiction shall be governed by the laws of India.

tribunal to be contrary to governing law, it shall be deemed to be severed from the Agreement and if the Agreement is held to be null and void without it, the Parties hereto shall be legally valid.

documents executed by Associate or Associate's representatives shall be deemed to be executed in accordance with the entire understanding between the Parties and shall supersede any other provisions in any matter thereof. No delay in exercising or enforcing any of their rights or remedies hereunder shall be a bar to the exercise of any of their rights or remedies hereunder.

(e) This Confidentiality clause shall apply to all representatives of both parties

except in writing signed by authorized

(f) The obligations of Associate shall continue during the term of or in the course of the relationship and shall continue thereafter in perpetuity

Confidentiality clause shall continue during the term of or in the course of the relationship of the Associate with TCS and shall continue thereafter in perpetuity



08<sup>th</sup> August 2023

Dear Ms. Mounika Koppula,

**Sub: Offer / Appointment Letter**

It gives us immense pleasure in inviting you to join CAPRUS IT PRIVATE LIMITED as one of its valuable members. We believe that organizations grow & flourish, fuelled by the enthusiasm and energy of the people who are willing to invest into the future. We therefore believe that all our people are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

With reference to the several rounds of discussions that we had with you, we are pleased to appoint you as **Game Test Engineer** at CaprusIT with a **total annual gross compensation of Rs. 2,16,000/-**. Your place of posting will be Hyderabad. The detailed break-up of the salary for permanent employment is presented in **Annexure A**.

Your appointment will be governed by the terms and conditions of employment that are laid out in **Annexure B** which will be provided to you at the time of joining. You will also be governed by the rules and regulations in vogue and those that may change from time to time. **At the time of formally resigning from services, you shall have to serve the notice period of 30 days.**

We request you to join us on or before **14<sup>th</sup> August 2023**.

At the time of joining, please submit the following mandatory documents:

1. Photocopy of your certificates, mark sheets in support of your educational qualifications and passport.
2. Two passport size and two stamp size color photographs, Identity proof and permanent residence proof.

We look forward to your joining us. Please do not hesitate to call us for information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Yours sincerely,  
**For Caprus IT Pvt Ltd**

**Safdar Hussain**  
Head - HR

*I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I agree to abide by the terms and conditions mentioned above and I affix my signature to signify my acceptance.*

**Mounika Koppula**

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## Annexure A

Name: <b>Mounika Koppula</b>	Designation: <b>Game Test Engineer</b>
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S. No.	Particulars	Monthly	Annual
<b>Earnings (A)</b>			
1	Basic	7200	86400
2	HRA @ 40 percent of the Basic	2880	34560
3	Special Allowance*	4520	54240
4	Internet Allowance#	1000	12000
5	LTA	600	7200
<b>Retirals (B)</b>			
6	Provident Fund – Employer Contribution	1800	21600
<b>Total Cost to Company (CTC), (A+B)</b>		<b>18000</b>	<b>216000</b>

*	Any other salary component added, the equivalent amount will be reduced from item# 3 above.
#	Internet Allowance tax exemption is subject to submission of bills every month.

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## Annexure B

### Terms and Conditions of Employment

You shall be governed by the following Terms and Conditions of Service during your employment with CaprusIT, and those that may be amended from time to time.

### Statement of facts

The company has made the offer of employment on the basis of the Bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment if the Company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you including terminating you from the job.

### Duties

- a. During working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations and procedures as notified by the Company in letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the Company. If found involving too much in non-productive activities during the working hours in the company that are not related to company/work, first warning will be issued to you and thereafter will be terminated without notice if it continues again as part of the Termination policy stated hereunder.

### Place of work

- a. You will be in employment at the Company's office or at the Company's Customer location, or remotely, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the Company, when necessary.
- b. You shall comply with the Company's rules relating to relocation to or from a Customer location.

### Hours of work

- a. The working day shall comprise of eight working hours and a lunch break for an hour. Though the normal working hours is between 9.00 A.M to 6.00 P.M from Monday through Friday, you may be required to work additional hours based on the project needs and/or on a **shift basis** that comprises of eight working hours and a break for an hour. The exact shift timings will be communicated to you on the date of joining. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which you will be notified in advance.
- b. If you are a fresher on probation, project trainee, or trainee, then during probation/training period, Saturday is also a working day.
- c. You shall not, without the Company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the Company. You shall, however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express written permission from the Company's competent authority.

## Caprus IT Private Limited



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d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

## Probation

a. You will be on probation for a period of 6 (Six) months, which may be extended at the discretion of the company. During the probationary period, your employment is terminable by 15 days written notice from Company, as per the reasons mentioned in Termination Clause. All the benefits if applicable, still do apply during the probationary period.

b. The Company reserves to right to pay or recover salary in lieu of notice period.

## Leave, Vacation and Holidays

a. Four national holidays - Republic Day, May Day, Independence Day and Gandhi Jayanthi will be observed every year. The festival holidays may vary every year. Company may swap these holidays to accommodate long weekends during festival holidays for the benefit of the employees. This will be reviewed on a case basis and left to discretion of the Company and Company's decision is final.

**b. If you are in a client location or project where Client wanted to follow their holidays, we are bound to apply that for you and Indian holidays will not be applicable to you. This is final and no changes will be entertained in this regard.**

c. You will be entitled to 18 (eighteen days) of paid vacation per year and will be on a pro rata basis based on your joining date. Trainees and Probationers will not be entitled to avail of any vacation during the period of their training or probation as the case may be.

d. You cannot combine leaves with holidays in order to gain long weekends or longer duration vacation. Company's decision is final and may or may not grant the leaves to be combined with holidays.

e. In case the allotted paid personal leaves are not being utilized by the employee, they can ONLY be encashed at the end of the financial year (March payroll run). **A Maximum of 5 (Five) accumulated leaves can be encashed at the end of the financial year. All other leaves have to be utilized/consumed by employee in the financial year by following appropriate leave rules mentioned above. Any leaves beyond Five becomes VOID.** There is no provision of carry forwarding of any unused leaves to the next year.

f. For termination, all accumulated leaves will become void and hence cannot be encashed. When resigning, employee has to be part of the March payroll run (financial year end) in order to encash the accumulated leaves. Otherwise, leaves will become void.

## Performance Bonus Salary

a. **Quarterly Performance Bonus** – If you are entitled to get Quarterly performance bonus as per the offer/performance review letter, it is paid only if the employee has served the full term of three months during the Bonus period (quarter) in the financial year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. Quarterly Bonus is **not paid** on pro-rata basis.

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b. **Yearly Performance Bonus** – If you are entitled to get Yearly performance bonus as per the offer/performance review letter, it is paid only if the employee has served at least nine months during the financial year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. If Bonus should be paid, it will be on a pro-rata basis.

## **Performance Review**

On successful completion of your 12 months' tenure, you are eligible for internal appraisal process and your performance will be reviewed and rated based on the internal and customer feedback on your work; you will be eligible for any variable components including Performance appraisal and/or Increments as per the rating given accordingly & company policies.

## **Variable Pay**

If you are entitled to get Variable pay as per the offer/performance review letter if any, it is paid every year at the end of each financial year (March month) from the date of joining in part or full on prorata basis, provided you have completed minimum of Six months in service and part of March month payroll. And apart from that, this will be paid only based upon on satisfactory project & personal performance appraisal and upon supervisor approval. If you are in notice period, this variable pay is not applicable and will not be paid.

## **Intellectual Property**

The Employee agrees that the ownership of, and all right, title, and interest in all intellectual properties developed or created from time to time for CaprusIT by the Employee, whether before or after commencement of employment with CaprusIT shall vest in CaprusIT. The Employee hereby transfers and assigns in favour of CaprusIT, all rights, title and interest in and to all the intellectual properties, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the CaprusIT does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he shall waive any right to, and shall not raise any objection or claims to, the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

## **Data Protection**

The Employee shall ensure that all personal data is accurate and kept secure at all times. The Employee agrees to CaprusIT and its affiliates, holding and processing, both electronically and manually, the data it collects in relation to the Employee during the course of his/her employment, for the purposes of administration and management of employees and CaprusIT's business, and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by CaprusIT of such data outside India. The Employee agrees that data relevant to his employment with CaprusIT may be collected, processed and retained on a computerized database and can be accessed by selected employees of CaprusIT and its related entities for legitimate business reasons.

## **Employee Surveillance**

The Employee hereby agrees that CaprusIT may use various modes to ensure that the internet, email facilities and other communication systems provided by CaprusIT are used in an appropriate, decent and professional

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manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by the Employee. The Employee also acknowledges that he/she does not have any expectation of privacy when using CaprusIT's resources. For the avoidance of doubt, and for the limited purpose of safeguarding CaprusIT's confidential and proprietary information, CaprusIT shall have the right to monitor any personal e-mail or social media forum that may be accessible to the Employee from CaprusIT including but not limited to Gmail, Yahoo, Private Emails, Facebook, Twitter, etc. CaprusIT also reserves the right to monitor its employees using various security measures including, but not limited to closed circuit television systems.

## Retirement/Resigning

a. The retirement age of the Company is 58 years. Anytime at the time of formally resigning from service you shall serve the notice period of 60 (Sixty) days.

b. When you formally resign from the service of the Company, the Company may, at its discretion, permit you to.

i) Adjusting the leaves accumulated towards part of the notice period is only at the discretion of company and Company's decision is final.

ii) If the employee desires to leave or leaves the company during the notice period served without informing (continuous absenteeism without any information or absconding), the company shall not pay the salary for that month and for the remaining notice period admissible. Experience letters issued by the Company will reflect the same.

iii) Leaves are not allowed during notice period and any leaves taken will be treated as unpaid (loss of pay) and the notice period will get extended that many days of leaves taken.

## Group Medical & Group Personal Accident Insurance

Group medical insurance is a floater policy covering Self, Spouse and Two Dependent Children only. Parents are not covered in this group policy. The coverage value for all insured members put together is Rs. 3 Lakhs (Rupees Three Lakhs Only). No siblings are covered. Group Personal Accident coverage is for Rs. 5 Lakhs (Rupees Five Lakhs Only) and is covered only for Self.

Group Medical & Group Personal Accident insurance premium is revised every year on 31<sup>st</sup> December and **subject to change (increase or decrease), may or may not include parents and chargeable to employee on monthly basis upon revision every year, based on the company's overall policy usage.**

## Group Term Insurance

Group term insurance is a policy covering only Self. The coverage value is Six times the value of CTC. Group term insurance premium is revised every year on 27<sup>th</sup> January and subject to change (increase or decrease) based on the company's overall policy usage. Any increase or decrease in the premium has to be borne by the employee and the same will be adjusted as part of CTC. ***This will be applicable only if you have opted for it.***

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## **Termination**

a. The Company at its discretion, may terminate you from services without notice or payment in lieu thereof pursuant to enquiry, due to continuous misdemeanor, continuous unsatisfactory performance, continuous bad behavior/attitude that is affecting rest of the team in the Company, any misconduct, including but not limited to negligence of duty, failure to comply with the lawful directions of CaprusIT, habitual absence or absence without leave for more than Three (3) working days, fraud, misappropriation or dishonesty, unauthorized disclosure of confidential information of CaprusIT, breach of any statutory duty or applicable law or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of CaprusIT, unethical business conduct or breach of this Agreement or any other misconduct as may be set out in the Employee Guidelines.

b. First warning will be issued through email asking to bring change/improve in respective areas in one weeks' time from the date of email. During this one weeks' time if found guilty of doing wrong things that are against Company terms & conditions of employment or above reasons, Company will immediately terminate you then & there.

On termination of your assignment by either side, you will complete the assignment on hand, and handover all the correspondence, specifications, formulae, books, documents, etc. belonging to the company to the person taking handover or to the company, after which the relieving process will be initiated.

c. If there is continuous No Show and No Communication for three days, Company at its discretion, is bound to take action on you resulting in No Salary for the month or Termination from Employment without any notice or Both.

d. If there is continuous No Show and No Communication for three days during the notice period, your employment is terminated automatically, and No Salary will be paid for the month.

## **Past Record & Background Verification**

Your engagement with the company is subject the successful clearance of your credentials (employment, academics / others) by the company and/or a third-party verifying agency. If any declarations given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice or compensation and the company will be empowered to initiate legal proceedings against you to seek compensation & damages.

## **Protection of Interest**

If you conceive of any new or advanced methods of improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain sole right/property of the company.

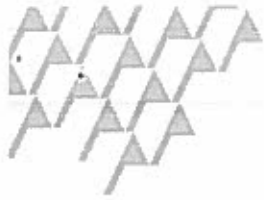
## **Confidential Information**

You will not at any time without the consent of the Chief Executive Officer of the Company disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise. You will not divulge to anyone in any form, documentary or otherwise any

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information or particulars or details of any trade or business or other matters connected thereof which may come to your knowledge by reason of your being an associate of the company.

## **Non-Solicitation**

Associate recognizes and agrees that CAPRUS IT PRIVATE LIMITED has spent considerable amount of time, effort and money in identifying, and providing professional opportunities to all the associates. Therefore, associate under this agreement agrees that during the assignment and twenty-four months after the assignment with CAPRUS IT PRIVATE LIMITED, will not under any circumstances pursue or seek employment on full-time or a part-time basis, with the identified or Prospective clients of CAPRUS IT PRIVATE LIMITED introduced either during pre or post sales directly or indirectly through any other means. The associate also agrees to intimate HR/Group Head of any offers made by above-mentioned clients within 24 hours of such occurrence. The associate also agrees that after leaving Caprus IT Private Limited, he/she will not persuade or poach employees of Caprus IT Private Limited in no circumstances, from the date of their leaving Caprus IT. The associate agrees and approves CAPRUS IT PRIVATE LIMITED to take a legal course, in case he/she violates any of the terms mentioned herein knowingly or un-knowingly.

## **Code of Conduct**

This code of conduct sets out the standards of behavior expected from all of us towards our customers, our people, communities and regulators. However, no code of conduct can spell out the appropriate behavior for every situation. The company relies on each of us to make a judgment of what is right and proper in any particular situation. If we are having difficulty determining whether taking a certain action is appropriate, we should consider the following questions:

- Does the action "feel" right?
- Could it be justified to others in the Company?
- Could we defend the action if it happened in the local newspaper?
- Is the action legal?
- Does it comply with Company standards and policies?

As we grow, we need to make sure that CaprusIT is known for the right reasons. Conducting our business with high standards of ethics and integrity is essential to building a world class reputation and reinforces our values. We all have a role to play; every one of us can make a real difference. We all have a duty to uphold these standards and to act at all times with integrity and honesty.

If you have any questions that are not answered in this annexure, please contact us directly.

## **Declaration:**

**I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I therefore, hereby adhere and agree to all the terms and conditions of employment laid out herein this Annexure of the offer letter and those that get amended from time to time as part of Company policies and I affix my signature to signify my acceptance.**

Ms. Mounika Koppula

Date:

Ref: CIT\_HYD\_HRA\_123

## Caprus IT Private Limited

2nd Floor, New Mark House, Plot Nos 48 to 51 & 54 to 57 of Survey Number 78, Patrika Nagar, Madhapur, Hyderabad-500 081, Telangana, India

040-4120 7879 | info@caprusit.com | www.caprusit.com

## Letter of Appointment

Date: 07<sup>th</sup> October, 2022

Dear Kota Chandra Bhanu,

**Greetings from the Innovative and Dynamic team of TalentPace and welcome aboard.**

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you an appointment as "**Software Engineer**" on the following terms and conditions:

### **JOINING DATE**

You have to report to our Bengaluru office on or before **17<sup>th</sup> July, 2023** by 9:00 AM.

### **SALARY**

Your CTC is Rs. 1,50,000/- per annum as per the attached "Annexure-A" for probation period and after probation period your CTC will be revised to Rs. 3,00,000/- per annum as per the attached "Annexure-B".

### **LEAVE**

You will be entitled to take leave as per the provisions of company's policy.

### **TRANSFER**

Your service is liable to be transferred to any place in India or abroad as per the company's need & policy.

### **WORKING HOURS**

Your working hours will be as per the organization requirement which will be in force from time to time.

### **PROBATION**

- a) You shall be on probation for a period of 6 months.
- b) During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof.
- c) The management also reserves the right to extend the probation period if your performance is not satisfactory.
- d) After successful completion of probation, if your performance is satisfactory, your appointment shall be confirmed, in writing, by the management.

### **NOMINATION OF LEGAL HEIRS**

Please fill and return the enclosed Provident Fund forms and Nomination form. In case of any change in the nomination due to changes in circumstances or any other reasons, you should inform the same to the company immediately.

## **SERVICE CONDITIONS**

- a) You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity upto the satisfaction of the project expectations as defined in the KRA and assessed periodically
- b) We shall be the sole arbitrator of the assessment to be made of your working efficiency utility or loyalty to the company while taking a decision to give you an increment or promotion to higher grade or terminating your services.
- c) You will retire from the company's services on reaching the age of 58 years.
- d) Your services are liable to be transferred from one establishment, department or division of the company to the other anywhere in India, at the discretion of the Management.
- e) You will be required to undergo medical examination during your tenure with the company. Your continuance in employment would depend on your remaining medically fit.
- f) You are to keep and render a faithful account of all properties and business secrets of the company entrusted to you in the course of your employment, and shall not disclose to anybody at any time, during your services or even after you leave the services of the company.
- g) You will be required to sign a NDA specific to the project in which you are working in the interest of the company
- h) During the course of your employment with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees.
- i) You shall communicate to the Management any change in your residential address, local and permanent.
- j) The company shall be entitled to terminate your services without notice on any of the following grounds :
  - a) You are convicted of a criminal offence by a competent Court of Law / Authority;
  - b) You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization;
  - c) If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
  - d) If you are declared medically unfit by the medical practitioner appointed by the Company.
- k) If you leave the organization within one year from the date of joining, you are liable to pay the cost of the trainings and certifications spent by the company.
- l) You will abide by the rules & regulations of the company/establishment which are in force for the time being and / or which may be framed from time to time.
- m) Any dispute arising out of this employment shall be referred to the legal jurisdiction of Bangalore courts only.

**PERIOD OF NOTICE**

After confirmation, your services are terminable without assigning any reason, by giving 3 month's notice in writing. The management reserves the right to shorten the notice period by paying the prorated amount for the balance period of the set 3 months. In the event of you decide to resign from the company, you have to serve notice for a period of 3 months. However, the company has the right to decide on the time/period of relieving depending upon the exigencies of the project / assignment.

Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token of your acceptance for the terms and conditions mentioned herein. We welcome you on board and wish you all the very best in your new assignment.

Sincerely Yours,  
**For TALENTPACE PVT. LTD.**



**Ms. Neetisha Sharma**

**HR Manager**

**Annexure-A**

<b>Salary Structure</b>		
<b>Salary Components</b>	<b>Per Month in Rs.</b>	<b>Per Annum in Rs.</b>
<b>Gross Salary - A:</b>		
Basic	4,000.00	48,000.00
HRA	2,000.00	24,000.00
Conveyance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	2,121.00	25,452.00
<b>Total</b>	<b>10,971.00</b>	<b>1,31,652.00</b>
<b>Employee Benefits</b>		
PF(Employer Contribution)	480.00	5,760.00
ESI(Employer Contribution)	357.00	4,284.00
Gratuity	192.00	2,304.00
Health Insurance	500.00	6,000.00
<b>Total Benefits</b>	<b>1,529.00</b>	<b>18,348.00</b>
<b>Total CTC</b>	<b>12,500.00</b>	<b>1,50,000.00</b>

**Annexure-B**

<b>Salary Structure – After Probation</b>		
<b>Salary Components</b>	<b>Per Month in Rs.</b>	<b>Per Annum in Rs.</b>
<b>Gross Salary - A:</b>		
Basic	4,000.00	48,000.00
HRA	2,000.00	24,000.00
Conveyance	1600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	14,980.00	1,79,760.00
<b>Total</b>	<b>23,830.00</b>	<b>2,85,960.00</b>
<b>Employee Benefits</b>		
PF(Employer Contribution)	480.00	5,760.00
Health Insurance	500.00	6,000.00
Gratuity	192.00	2,304.00
<b>Total Benefits</b>	<b>1172.00</b>	<b>14,064.00</b>
<b>Total CTC</b>	<b>25,002.00</b>	<b>3,00,024.00</b>

**DECLARATION**

I have carefully read the above terms and conditions and that they are acceptable to me in full.

Name: **Kota Chandra Bhanu**

Signature& Date: \_\_\_\_\_



**OFFER LETTER**

**Date: 02/12/2023**

**Dear Kothapalli Manju,**

**We would like to offer you the position -Business Associate in our Company, Stars Management.**

**Congratulations...! Your date of joining is – 11/12/2023, 9.10am.**

**You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:**

**SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).**

**There will be level by level learning and promotion**

**Stage 1-Business Associate (13k to 30k)**

**Stage 2 - HRD Trainer (13k to 40k)**

**Stage 3 -Team Leader (18k to 40k)**

**Stage 4 - Assistant Owner (25k to 60k)**

**Stage 5 - SBU Head (35k to 1.5L)**

**When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.**

**Your require to Submit the following documents and collect your Appointment Letter from us at the earliest**

- 1. 3 PP size photographs**
- 2. 1 Photostat copies of Pan Card**
- 3. Latest copy of updated CV/ Bio-data**
- 4. 1 Photostat copy of the certificate (any one semester exam )**
- 5. 1 Photostat copies of Address Proof**
- 6. 1 Photostat copies of bank pass-book**

**Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.**

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**





## OFFER LETTER

Date: 02/12/2023

Dear Kunamneni.Ragha Sudha,

We would like to offer you the position -Business Associate in our Company, Stars Management.

Congratulations...! Your date of joining is – 11/12/2023, 9.00am.

You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:

SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).

There will be level by level learning and promotion

Stage 1-Business Associate (13k to 30k)

Stage 2 - HRD Trainer (13k to 40k)

Stage 3 -Team Leader (18k to 40k)

Stage 4 - Assistant Owner (25k to 60k)

Stage 5 - SBU Head (35k to 1.5L)

When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.

Your require to Submit the following documents and collect your Appointment Letter from us at the earliest

1. 3 PP size photographs
2. 1 Photostat copies of Pan Card
3. Latest copy of updated CV/ Bio-data
4. 1 Photostat copy of the certificate (any one semester exam )
5. 1 Photostat copies of Address Proof
6. 1 Photostat copies of bank pass-book

Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.

**ALL THE BEST....!**

Managing Director.

V.Sakthi Krishnan

No.134, 4th Floor, Co-Operative Society Building, KH Road, Shanti Nagar, Bengaluru, Karnataka  
560027. Mob: 8088791005

July 14, 2023

Offer Letter

Dear Harini,

Congratulations and welcome to the OSI family!

I am positive that a highly motivated individual like you will be a good addition to our team.

On behalf of OSI Systems Pvt. Ltd., I am pleased to offer you the position of “**Technical Support Trainee**” on terms and conditions mutually discussed and agreed. Your job location will be in OSI Systems Pvt Ltd - Ascendas IT Park, Madhapur, Hyderabad and joining date is on or before **July 20, 2023**. Failing to join on or before the joining date the offer will be void. You will receive an annual compensation of **INR 350,000.00-** p.a. (Three Lakhs Fifty thousand Rupees only).The break-up of this compensation is as specified in Annexure I.

**Working Location:** You will be based out of OSI Systems Pvt Ltd Ascendas IT Park Madhapur, Hyderabad. However, you may be posted or transferred to any location within India or abroad as per the business needs of “The Company”. You should be flexible working in rotational shifts which is mentioned by your reporting manager.

**Reporting Manager:** You will be reporting to Ifikar H Laskar.

**Probation:** You will be on probation for a period of six (6) months from the date of joining. On completion of six months your performance will be reviewed and if found satisfactory, the employment with the organization will be confirmed. However management reserves the right to extend the probation period or terminate you if your performance is found below satisfactory level during the six months period.

Please confirm the offer acceptance by 16th July 2023 from the date of Offer, failing which the offer will be void. Kindly send your Resignation acceptance of your present company along with offer acceptance.

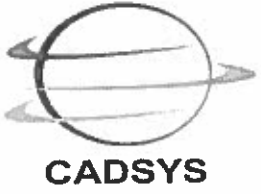
Documents to be submitted to Human Resources on joining: You are required to submit copies of following documents on the day of your joining.

- Educational certificates (from 10th standard till last education) / mark sheets.
- Relieving letters of all previous employments and the recent original salary slip of last three months of your last employer
- PAN card, Passport & Aadhar card
- Form 16 issued by your last employer
- 5 recent passport size photographs.

**Note: Detailed Employment letter would be given to you on your joining date.**

**Human Resources**

**N V M S Lokesh Alapati**



## CADSYS (INDIA) LTD

Regd. Office : 3-6-262, 2nd Floor,  
Tirumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

06<sup>th</sup> May, 2023

Confidential

Ref: HR/CSY/GIS/OPS/2023/REV/JDE/07/03/2023

To  
Ms. Mallapati Pallavi,  
Bapatla, Guntur District,  
Andhra Pradesh – 522101.

Dear Ms. Pallavi M,

**Sub: Offer Letter**

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on **08<sup>th</sup> May 2023 @ 10:05 AM** at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

### **Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

### **Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



## Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED



Manager – Human Resources

I accept the terms of this letter

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**ANNEXURE-A**

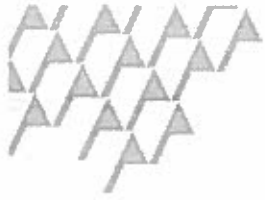
**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	10000	120000
House Rent Allowance	4000	48000
Professional Development Allowance	1000	12000
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2400	28800
<b>Gross Salary (A)</b>	<b>20000</b>	<b>240000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	191	2292
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>17859</b>	<b>214308</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	829	9948
Gratuity	481	5769
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>28610</b>	<b>343317</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.





# CAPRUS IT

UNLOCKING SMART SOLUTIONS

08<sup>th</sup> August 2023

Dear Ms. Mula Aswini,

**Sub: Offer / Appointment Letter**

It gives us immense pleasure in inviting you to join CAPRUS IT PRIVATE LIMITED as one of its valuable members. We believe that organizations grow & flourish, fuelled by the enthusiasm and energy of the people who are willing to invest into the future. We therefore believe that all our people are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

With reference to the several rounds of discussions that we had with you, we are pleased to appoint you as **Game Test Engineer** at CaprusIT with a **total annual gross compensation of Rs. 2,16,000/-**. Your place of posting will be Hyderabad. The detailed break-up of the salary for permanent employment is presented in **Annexure A**.

Your appointment will be governed by the terms and conditions of employment that are laid out in **Annexure B** which will be provided to you at the time of joining. You will also be governed by the rules and regulations in vogue and those that may change from time to time. **At the time of formally resigning from services, you shall have to serve the notice period of 30 days.**

We request you to join us on or before **14<sup>th</sup> August 2023**.

At the time of joining, please submit the following mandatory documents:

1. Photocopy of your certificates, mark sheets in support of your educational qualifications and passport.
2. Two passport size and two stamp size color photographs, Identity proof and permanent residence proof.

We look forward to your joining us. Please do not hesitate to call us for information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Yours sincerely,  
**For Caprus IT Pvt Ltd**

**Safdar Hussain**  
Head - HR

*I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I agree to abide by the terms and conditions mentioned above and I affix my signature to signify my acceptance.*

**Mula Aswini**

**Caprus IT Private Limited**

2nd Floor, New Mark House, Plot Nos 48 to 51 & 54 to 57 of Survey Number 78, Patrika Nagar, Madhapur, Hyderabad-500 081, Telangana, India.

040-4120 7879 | info@caprusit.com | www.caprusit.com





# CAPRUS IT

UNLOCKING SMART SOLUTIONS

## Annexure A

Name: <b>Mula Aswini</b>	Designation: <b>Game Test Engineer</b>
--------------------------	----------------------------------------

S. No.	Particulars	Monthly	Annual
<b>Earnings (A)</b>			
1	Basic	7200	86400
2	HRA @ 40 percent of the Basic	2880	34560
3	Special Allowance*	4520	54240
4	Internet Allowance#	1000	12000
5	LTA	600	7200
<b>Retirals (B)</b>			
6	Provident Fund – Employer Contribution	1800	21600
<b>Total Cost to Company (CTC), (A+B)</b>		<b>18000</b>	<b>216000</b>

*	Any other salary component added, the equivalent amount will be reduced from item# 3 above.
#	Internet Allowance tax exemption is subject to submission of bills every month.

**Caprus IT Private Limited**





# CAPRUS IT

UNLOCKING SMART SOLUTIONS

## Annexure B

### Terms and Conditions of Employment

You shall be governed by the following Terms and Conditions of Service during your employment with CaprusIT, and those that may be amended from time to time.

### Statement of facts

The company has made the offer of employment on the basis of the Bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment if the Company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you including terminating you from the job.

### Duties

- a. During working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations and procedures as notified by the Company in letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the Company. If found involving too much in non-productive activities during the working hours in the company that are not related to company/work, first warning will be issued to you and thereafter will be terminated without notice if it continues again as part of the Termination policy stated hereunder.

### Place of work

- a. You will be in employment at the Company's office or at the Company's Customer location, or remotely, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the Company, when necessary.
- b. You shall comply with the Company's rules relating to relocation to or from a Customer location.

### Hours of work

- a. The working day shall comprise of eight working hours and a lunch break for an hour. Though the normal working hours is between 9.00 A.M to 6.00 P.M from Monday through Friday, you may be required to work additional hours based on the project needs and/or **on a shift basis** that comprises of eight working hours and a break for an hour. The exact shift timings will be communicated to you on the date of joining. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which you will be notified in advance.
- b. If you are a fresher on probation, project trainee, or trainee, then during probation/training period, Saturday is also a working day.
- c. You shall not, without the Company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the Company. You shall, however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express written permission from the Company's competent authority.

## Caprus IT Private Limited

2nd Floor, New Mark House, Plot Nos 48 to 51 & 54 to 57 of Survey Number 78, Patrika Nagar, Madhapur, Hyderabad-500 081, Telangana, India.

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d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

## Probation

a. You will be on probation for a period of 6 (Six) months, which may be extended at the discretion of the company. During the probationary period, your employment is terminable by 15 days written notice from Company, as per the reasons mentioned in Termination Clause. All the benefits if applicable, still do apply during the probationary period.

b. The Company reserves to right to pay or recover salary in lieu of notice period.

## Leave, Vacation and Holidays

a. Four national holidays - Republic Day, May Day, Independence Day and Gandhi Jayanthi will be observed every year. The festival holidays may vary every year. Company may swap these holidays to accommodate long weekends during festival holidays for the benefit of the employees. This will be reviewed on a case basis and left to discretion of the Company and Company's decision is final.

**b. If you are in a client location or project where Client wanted to follow their holidays, we are bound to apply that for you and Indian holidays will not be applicable to you. This is final and no changes will be entertained in this regard.**

c. You will be entitled to 18 (eighteen days) of paid vacation per year and will be on a pro rata basis based on your joining date. Trainees and Probationers will not be entitled to avail of any vacation during the period of their training or probation as the case may be.

d. You cannot combine leaves with holidays in order to gain long weekends or longer duration vacation. Company's decision is final and may or may not grant the leaves to be combined with holidays.

e. In case the allotted paid personal leaves are not being utilized by the employee, they can ONLY be encashed at the end of the financial year (March payroll run). **A Maximum of 5 (Five) accumulated leaves can be encashed at the end of the financial year. All other leaves have to be utilized/consumed by employee in the financial year by following appropriate leave rules mentioned above. Any leaves beyond Five becomes VOID.** There is no provision of carry forwarding of any unused leaves to the next year.

f. For termination, all accumulated leaves will become void and hence cannot be encashed. When resigning, employee has to be part of the March payroll run (financial year end) in order to encash the accumulated leaves. Otherwise, leaves will become void.

## Performance Bonus Salary

a. **Quarterly Performance Bonus** – If you are entitled to get Quarterly performance bonus as per the offer/performance review letter, it is paid only if the employee has served the full term of three months during the Bonus period (quarter) in the financial year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. Quarterly Bonus is **not paid** on pro-rata basis.

## Caprus IT Private Limited



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b. **Yearly Performance Bonus** – If you are entitled to get Yearly performance bonus as per the offer/performance review letter, it is paid only if the employee has served at least nine months during the financial year year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. If Bonus should be paid, it will be on a pro-rata basis.

## **Performance Review**

On successful completion of your 12 months' tenure, you are eligible for internal appraisal process and your performance will be reviewed and rated based on the internal and customer feedback on your work; you will be eligible for any variable components including Performance appraisal and/or Increments as per the rating given accordingly & company policies.

## **Variable Pay**

If you are entitled to get Variable pay as per the offer/performance review letter if any, it is paid every year at the end of each financial year (March month) from the date of joining in part or full on prorata basis, provided you have completed minimum of Six months in service and part of March month payroll. And apart from that, this will be paid only based upon on satisfactory project & personal performance appraisal and upon supervisor approval. If you are in notice period, this variable pay is not applicable and will not be paid.

## **Intellectual Property**

The Employee agrees that the ownership of, and all right, title, and interest in all intellectual properties developed or created from time to time for CaprusIT by the Employee, whether before or after commencement of employment with CaprusIT shall vest in CaprusIT. The Employee hereby transfers and assigns in favour of CaprusIT, all rights, title and interest in and to all the intellectual properties, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the CaprusIT does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he shall waive any right to, and shall not raise any objection or claims to, the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

## **Data Protection**

The Employee shall ensure that all personal data is accurate and kept secure at all times. The Employee agrees to CaprusIT and its affiliates, holding and processing, both electronically and manually, the data it collects in relation to the Employee during the course of his/her employment, for the purposes of administration and management of employees and CaprusIT's business, and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by CaprusIT of such data outside India. The Employee agrees that data relevant to his employment with CaprusIT may be collected, processed and retained on a computerized database and can be accessed by selected employees of CaprusIT and its related entities for legitimate business reasons.

## **Employee Surveillance**

The Employee hereby agrees that CaprusIT may use various modes to ensure that the internet, email facilities and other communication systems provided by CaprusIT are used in an appropriate, decent and professional

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manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by the Employee. The Employee also acknowledges that he/she does not have any expectation of privacy when using CaprusIT's resources. For the avoidance of doubt, and for the limited purpose of safeguarding CaprusIT's confidential and proprietary information, CaprusIT shall have the right to monitor any personal e-mail or social media forum that may be accessible to the Employee from CaprusIT including but not limited to Gmail, Yahoo, Private Emails, Facebook, Twitter, etc. CaprusIT also reserves the right to monitor its employees using various security measures including, but not limited to closed circuit television systems.

## Retirement/Resigning

a. The retirement age of the Company is 58 years. Anytime at the time of formally resigning from service you shall serve the notice period of 60 (Sixty) days.

b. When you formally resign from the service of the Company, the Company may, at its discretion, permit you to.

i) Adjusting the leaves accumulated towards part of the notice period is only at the discretion of company and Company's decision is final.

ii) If the employee desires to leave or leaves the company during the notice period served without informing (continuous absenteeism without any information or absconding), the company shall not pay the salary for that month and for the remaining notice period admissible. Experience letters issued by the Company will reflect the same.

iii) Leaves are not allowed during notice period and any leaves taken will be treated as unpaid (loss of pay) and the notice period will get extended that many days of leaves taken.

## Group Medical & Group Personal Accident Insurance

Group medical insurance is a floater policy covering Self, Spouse and Two Dependent Children only. Parents are not covered in this group policy. The coverage value for all insured members put together is Rs. 3 Lakhs (Rupees Three Lakhs Only). No siblings are covered. Group Personal Accident coverage is for Rs. 5 Lakhs (Rupees Five Lakhs Only) and is covered only for Self.

Group Medical & Group Personal Accident insurance premium is revised every year on 31<sup>st</sup> December and **subject to change (increase or decrease), may or may not include parents and chargeable to employee on monthly basis upon revision every year, based on the company's overall policy usage.**

## Group Term Insurance

Group term insurance is a policy covering only Self. The coverage value is Six times the value of CTC. Group term insurance premium is revised every year on 27<sup>th</sup> January and subject to change (increase or decrease) based on the company's overall policy usage. Any increase or decrease in the premium has to be borne by the employee and the same will be adjusted as part of CTC. ***This will be applicable only if you have opted for it.***

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## **Termination**

a. The Company at its discretion, may terminate you from services without notice or payment in lieu thereof pursuant to enquiry, due to continuous misdemeanor, continuous unsatisfactory performance, continuous bad behavior/attitude that is affecting rest of the team in the Company, any misconduct, including but not limited to negligence of duty, failure to comply with the lawful directions of CaprusIT, habitual absence or absence without leave for more than Three (3) working days, fraud, misappropriation or dishonesty, unauthorized disclosure of confidential information of CaprusIT, breach of any statutory duty or applicable law or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of CaprusIT, unethical business conduct or breach of this Agreement or any other misconduct as may be set out in the Employee Guidelines.

b. First warning will be issued through email asking to bring change/improve in respective areas in one weeks' time from the date of email. During this one weeks' time if found guilty of doing wrong things that are against Company terms & conditions of employment or above reasons, Company will immediately terminate you then & there.

On termination of your assignment by either side, you will complete the assignment on hand, and handover all the correspondence, specifications, formulae, books, documents, etc. belonging to the company to the person taking handover or to the company, after which the relieving process will be initiated.

c. If there is continuous No Show and No Communication for three days, Company at its discretion, is bound to take action on you resulting in No Salary for the month or Termination from Employment without any notice or Both.

d. If there is continuous No Show and No Communication for three days during the notice period, your employment is terminated automatically, and No Salary will be paid for the month.

## **Past Record & Background Verification**

Your engagement with the company is subject the successful clearance of your credentials (employment, academics / others) by the company and/or a third-party verifying agency. If any declarations given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice or compensation and the company will be empowered to initiate legal proceedings against you to seek compensation & damages.

## **Protection of Interest**

If you conceive of any new or advanced methods of improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain sole right/property of the company.

## **Confidential Information**

You will not at any time without the consent of the Chief Executive Officer of the Company disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise. You will not divulge to anyone in any form, documentary or otherwise any

## Caprus IT Private Limited



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information or particulars or details of any trade or business or other matters connected thereof which may come to your knowledge by reason of your being an associate of the company.

## Non-Solicitation

Associate recognizes and agrees that CAPRUS IT PRIVATE LIMITED has spent considerable amount of time, effort and money in identifying, and providing professional opportunities to all the associates. Therefore, associate under this agreement agrees that during the assignment and twenty-four months after the assignment with CAPRUS IT PRIVATE LIMITED, will not under any circumstances pursue or seek employment on full-time or a part-time basis, with the identified or Prospective clients of CAPRUS IT PRIVATE LIMITED introduced either during pre or post sales directly or indirectly through any other means. The associate also agrees to intimate HR/Group Head of any offers made by above-mentioned clients within 24 hours of such occurrence. The associate also agrees that after leaving Caprus IT Private Limited, he/she will not persuade or poach employees of Caprus IT Private Limited in no circumstances, from the date of their leaving Caprus IT. The associate agrees and approves CAPRUS IT PRIVATE LIMITED to take a legal course, in case he/she violates any of the terms mentioned herein knowingly or un-knowingly.

## Code of Conduct

This code of conduct sets out the standards of behavior expected from all of us towards our customers, our people, communities and regulators. However, no code of conduct can spell out the appropriate behavior for every situation. The company relies on each of us to make a judgment of what is right and proper in any particular situation. If we are having difficulty determining whether taking a certain action is appropriate, we should consider the following questions:

- > Does the action "feel" right?
- > Could it be justified to others in the Company?
- > Could we defend the action if it happened in the local newspaper?
- > Is the action legal?
- > Does it comply with Company standards and policies?

As we grow, we need to make sure that CaprusIT is known for the right reasons. Conducting our business with high standards of ethics and integrity is essential to building a world class reputation and reinforces our values. We all have a role to play; every one of us can make a real difference. We all have a duty to uphold these standards and to act at all times with integrity and honesty.

If you have any questions that are not answered in this annexure, please contact us directly.

## Declaration:

**I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I therefore, hereby adhere and agree to all the terms and conditions of employment laid out herein this Annexure of the offer letter and those that get amended from time to time as part of Company policies and I affix my signature to signify my acceptance.**

Ms.Mula Aswini

Date:

Ref: CIT\_HYD\_HRA\_125

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July 14, 2023

Offer Letter

Dear Tulasi,

Congratulations and welcome to the OSI family!

I am positive that a highly motivated individual like you will be a good addition to our team.

On behalf of OSI Systems Pvt. Ltd., I am pleased to offer you the position of “**Technical Support Trainee**” on terms and conditions mutually discussed and agreed. Your job location will be in OSI Systems Pvt Ltd - Ascendas IT Park, Madhapur, Hyderabad and joining date is on or before **July 20, 2023**. Failing to join on or before the joining date the offer will be void. You will receive an annual compensation of **INR 350,000.00- p.a.** (Three Lakhs Fifty thousand Rupees only). The break-up of this compensation is as specified in Annexure I.

**Working Location:** You will be based out of OSI Systems Pvt Ltd Ascendas IT Park Madhapur, Hyderabad. However, you may be posted or transferred to any location within India or abroad as per the business needs of “The Company”. You should be flexible working in rotational shifts which is mentioned by your reporting manager.

**Reporting Manager:** You will be reporting to Iftikar H Laskar.

**Probation:** You will be on probation for a period of six (6) months from the date of joining. On completion of six months your performance will be reviewed and if found satisfactory, the employment with the organization will be confirmed. However management reserves the right to extend the probation period or terminate you if your performance is found below satisfactory level during the six months period.

Please confirm the offer acceptance by 16th July 2023 from the date of Offer, failing which the offer will be void. Kindly send your Resignation acceptance of your present company along with offer acceptance.

**Documents to be submitted to Human Resources on joining:** You are required to submit copies of following documents on the day of your joining.

- Educational certificates (from 10th standard till last education) / mark sheets.
- Relieving letters of all previous employments and the recent original salary slip of last three months of your last employer
- PAN card, Passport & Aadhar card
- Form 16 issued by your last employer
- 5 recent passport size photographs.



**Note: Detailed Employment letter would be given to you on your joining date.**

**Human Resources**

**N V M S Lokesh Alapati**



**CADSYS**

**CADSYS (INDIA) LTD**

Regd. Office : 3-6-262, 2nd Floor,  
Tirumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

06<sup>th</sup> May, 2023

**Confidential**

Ref: HR/CSY/GIS/OPS/2023/REV/JDE/07/03/2023

To  
Ms. Patterm Manju Vani,  
Bapatla, Guntur District,  
Andhra Pradesh – 522101.

Dear Ms. Manju Vani P

**Sub: Offer Letter**

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on 08<sup>th</sup> May 2023 @ 10:10 AM at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

### **Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

### **Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



### Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED


Manager – Human Resources

I accept the terms of this letter

\_\_\_\_\_

**ANNEXURE-A**

**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	10000	120000
House Rent Allowance	4000	48000
Professional Development Allowance	1000	12000
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2400	28800
<b>Gross Salary (A)</b>	<b>20000</b>	<b>240000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	191	2292
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>17859</b>	<b>214308</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	829	9948
Gratuity	481	5769
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>28610</b>	<b>343317</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.





**OFFER LETTER**

**Date: 02/12/2023**

**Dear Rettu Tejaswini,**

**We would like to offer you the position -Business Associate in our Company, Stars Management.**

**Congratulations...! Your date of joining is – 11/12/2023, 9.30am.**

**You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:**

**SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).**

**There will be level by level learning and promotion**

**Stage 1-Business Associate (13k to 30k)**

**Stage 2 - HRD Trainer (13k to 40k)**

**Stage 3 -Team Leader (18k to 40k)**

**Stage 4 - Assistant Owner (25k to 60k)**

**Stage 5 - SBU Head (35k to 1.5L)**

**When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.**

**Your require to Submit the following documents and collect your Appointment Letter from us at the earliest**

- 1. 3 PP size photographs**
- 2. 1 Photostat copies of Pan Card**
- 3. Latest copy of updated CV/ Bio-data**
- 4. 1 Photostat copy of the certificate (any one semester exam )**
- 5. 1 Photostat copies of Address Proof**
- 6. 1 Photostat copies of bank pass-book**

**Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.**

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**



## OFFER LETTER

Date: 02/12/2023

Dear Shaik Kashipha,

We would like to offer you the position -Business Associate in our Company, Stars Management.

Congratulations...! Your date of joining is – 11/12/2023, 9.30am.

You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:

SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).

There will be level by level learning and promotion

Stage 1-Business Associate (13k to 30k)

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4. 1 Photostat copy of the certificate (any one semester exam )
5. 1 Photostat copies of Address Proof
6. 1 Photostat copies of bank pass-book

Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.

**ALL THE BEST....!**

Managing Director.

V.Sakthi Krishnan



**CADSYS**

**CADSYS (INDIA) LTD**

Regd. Office : 3-6-262, 2nd Floor,  
Tirumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

21<sup>st</sup> April, 2023

**Confidential**

Ref: HR/CSY/GIS/OPS/2023/JDE/07/03/2023

To  
Ms. Sowjanya Somu,  
Ramireddypet, Rajupalem Mandal,  
Guntur District, Andhra Pradesh.

Dear Ms. Sowjanya,

**Sub: Offer Letter**

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on 03<sup>rd</sup> May 2023 @ 9:45 AM at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

**Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.**

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.





### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

### **Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

### **Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



### Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED



Manager – Human Resources

I accept the terms of this letter

---

**ANNEXURE-A**

**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	9000	108000
House Rent Allowance	3600	43200
Professional Development Allowance	900	10800
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	1900	22800
<b>Gross Salary (A)</b>	<b>18000</b>	<b>216000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1728	20736
Employee Contribution to ESI*	176	2112
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>15946</b>	<b>191352</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1728	20736
Contribution to ESI*	764	9168
Gratuity	433	5192
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>26425</b>	<b>317096</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 09/16/2023

Lakshmi Prasanna Tippagudishe

C12266585

9-137, budda Rai centre, gollapudi, Vijayawada

9182866477

Dear Lakshmi Prasanna Tippagudishe,

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

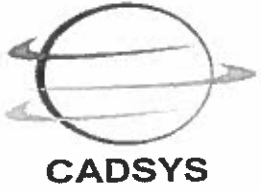
Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture 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.

Version 11.0 Sep-2023

1

Candidate's Signature \_\_\_\_\_

Reference Id: 0fc4ef6b-7b13-4453-8de4-61c062e970f0\_1  
Signed By: MAHESH VASUDEO ZURALE



## CADSYS (INDIA) LTD

Regd. Office : 3-6-262, 2nd Floor,  
Tirumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

06<sup>th</sup> May, 2023

Confidential

Ref: HR/CSY/GIS/OPS/2023/REV/JDE/07/03/2023

To  
Ms. Uppalapati Ahalya,  
Bapatla, Guntur District,  
Andhra Pradesh – 522101.

Dear Ms. Ahalya U

### Sub: Offer Letter

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on 08<sup>th</sup> May 2023 @ 10:20 AM at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

In view of your position and office, you must effectively and diligently and to the best of your ability perform all responsibilities and ensure results. In this connection you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of company, whether directly or indirectly.

### **Misconduct**

Any time during your employment, if you are found guilty of any act of misconduct or any willful breach or continuous negligence or under performance in terms of this appointment letter or rules or duties, disobedience of the instructions given to you from time to time, the management may, without any notice, put an end to your services with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and in addition you shall be liable for losses, damages to the company.

### **Termination of employment:**

During the period of probation your employment can be terminated by the company without notice and with or without any cause.

During the period of probation, if you decide to terminate the employment you will not only be required to give two months of prior written notice but also amount spent on training by the company. The company reserves the right to withhold your salary and other benefits in lieu of the same.

After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



## Liquidated Damages

- (a) You acknowledge and agree that the Cadsys is providing you with training so as to enable you to perform in this position. You neither had the skill nor the capability to perform in this position without undergoing this training.
- (b) You acknowledge and agree that as an employee of Cadsys, you will receive highly sensitive information from customers all over the world. Any breach in confidentiality of this valuable information not only causes irreparable damage to the company but also loss of reputation in international market.
- (c) You further acknowledge and agree that in lieu of the special training given and the nature of services you were provided with, it may not be possible for the company to accurately estimate and/or establish the loss it will suffer if you breach the terms of this offer letter and leave your employment with the company before completion of two years from the date of joining the employment.

Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

You further agree and acknowledge that this amount is a genuine pre-estimate of the loss that the company will suffer as a result of you terminating your employment before the end date or for breaching any of the confidentiality clauses of the intellectual property agreement. This amount is exclusive of damages, if any, which arise out of your breach of the mandatory terms and conditions outlined in this agreement.

### Severability:

In the event any provision of this agreement is deemed invalid or unenforceable by a court of law, the remaining provisions shall continue in full force and effect.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The above-mentioned terms and other rules & regulations shall be in force and binding until you are separated from the company by way of a written agreement/ letter issued to you.

Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED

  
Manager – Human Resources



I accept the terms of this letter

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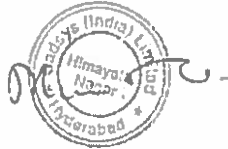
**ANNEXURE-A**

**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	10000	120000
House Rent Allowance	4000	48000
Professional Development Allowance	1000	12000
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2400	28800
<b>Gross Salary (A)</b>	<b>20000</b>	<b>240000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	191	2292
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>17859</b>	<b>214308</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	829	9948
Gratuity	481	5769
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>28610</b>	<b>343317</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.







**OFFER LETTER**

**Date: 02/12/2023**

**Dear Alluri.Chaitanya,**

**We would like to offer you the position -Business Associate in our Company, Stars Management.**

**Congratulations...! Your date of joining is – 11/12/2023, 9.00am.**

**You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:**

**SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).**

**There will be level by level learning and promotion**

**Stage 1-Business Associate (13k to 30k)**

**Stage 2 - HRD Trainer (13k to 40k)**

**Stage 3 -Team Leader (18k to 40k)**

**Stage 4 - Assistant Owner (25k to 60k)**

**Stage 5 - SBU Head (35k to 1.5L)**

**When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.**

**Your require to Submit the following documents and collect your Appointment Letter from us at the earliest**

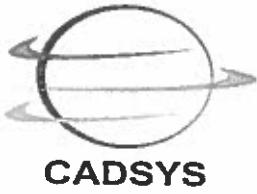
- 1. 3 PP size photographs**
- 2. 1 Photostat copies of Pan Card**
- 3. Latest copy of updated CV/ Bio-data**
- 4. 1 Photostat copy of the certificate (any one semester exam )**
- 5. 1 Photostat copies of Address Proof**
- 6. 1 Photostat copies of bank pass-book**

**Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.**

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**



## CADSYS (INDIA) LTD

Regd. Office : 3-6-262, 2nd Floor,  
Tirumala Estates, Himayath Nagar,  
Hyderabad - 500 029.  
Phone : 040-23224110  
URL : www.cadsystech.com  
CIN No. L72200TG1992PLC014558

21<sup>st</sup> April, 2023

Confidential

Ref: HR/CSY/GIS/OPS/2023/JDE/08/03/2023

To  
Ms. BODDULURI LASYA,  
V. Reddypalem, Rompecherla Mandal,  
Guntur District, Andhra Pradesh – 522615.

Dear Ms. BODDULURI LASYA,

**Sub: Offer Letter**

With reference to your application and subsequent selection procedures and on behalf of Cadsys (India) Limited, a group company of Apex Group, we are pleased to offer you a position as Jr. Design Engineer in our company located at Hyderabad on the following terms and conditions.

Your Salary Structure will be as per Annexure- A.

You will be working in shifts as may be decided by the company.

As you step in, along with us you also carry with you the expectations of Cadsys family – that you would truly identify and exemplify Cadsys Code of Conduct.

Your appointment will happen only upon submission of copies of following testimonials (originals to be presented for verification)

- Academic qualification certificates (SSC, Intermediate or Diploma, Graduation) including proof of date of birth, professional proficiency certificates, four latest passport size photographs, copies of Aadhaar, Pan and passport, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable.

In the event that there is any discrepancy in the submitted documents and information stated during the interview, we reserve the right to cancel your candidature.

You need to report on 25<sup>th</sup> April, 2023 @ 9:45 AM at the address given above to complete the joining formalities, failing which this offer will be treated as invalid.

The joining formalities includes

- Verification of your certificates
- Submission of filled joining forms as per the company's procedures
- Execution of bank guarantee

Once your joining formalities are completed, your work location will be assigned at any of our offices / subsidiaries / sister concerns anywhere in Hyderabad.

Your employment shall be effective from the day the above joining formalities are completed and your probation period of two years also starts from the same day.



### **Secrecy and Duty:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company. You are expected to maintain utmost secrecy with regards to the affairs of the company and shall keep confidential any information, instruments, documents etc. relating to the company that may come to your knowledge.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company more so in the nature of intellectual property, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

The company has various software, methodologies, systems and strategies that are of high quality involving several man-hours of effort. During your employment with company you will or may receive or contribute to confidential information, which is value to the company. You need to maintain strict confidentiality regarding any such information whether oral or written. You need to execute **Non-Disclosure Agreement and Employee Proprietary Information and Intellectual Property Agreement** which is enclosed with this agreement.

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After completion of two years from the date of joining, your employment with the company can be terminated either by you or the company upon three months prior written notice. Further, until the company accepts your separation & relieves you of the responsibilities, you are deemed an employee of the company and the terms and conditions of your employment shall continue to bind you.

The company reserves the right to terminate without any notice on the grounds of unethical, misconduct, non-performance, lack of requisite attendance, or sexual harassment entirely at its own discretion.



## Liquidated Damages

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Having regard to those matters in clause (a) to clause (c), if your employment is terminated for breach or by you, including if you seek to leave your employment before the Probation End Date, you must pay to the company, a sum of Rupees One Lakh (Rs.1,00,000) towards the liquidated damages. To this effect, before joining the company you shall provide an irrevocable Bank Guarantee in the format provided to you.

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Any action to enforce, or which arises out of or relates in any way to, any of the provisions of this agreement, or any dispute with regard to the terms stipulated herein shall be resolved in accordance with the laws of India, and any dispute, reference to this shall be dealt at Hyderabad under the exclusive jurisdiction of the courts of India.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CADSYS (INDIA) LIMITED

  
Manager – Human Resources



I accept the terms of this letter

\_\_\_\_\_

**ANNEXURE-A**

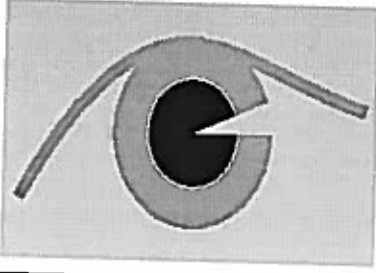
**SALARY BREAK- UP DETAILS**

PARTICULARS	AMOUNT (in Rs)	
	MONTHLY	YEARLY
Basic	9500	114000
House Rent Allowance	3800	45600
Professional Development Allowance	950	11400
WiFi Allowance	1000	12000
Conveyance Allowance	1600	19200
Medical Allowance	2150	25800
<b>Gross Salary (A)</b>	<b>19000</b>	<b>228000</b>
<b>Statutory Deductions (B)</b>		
Employee Contribution to PF	1800	21600
Employee Contribution to ESI*	184	2208
Professional Tax	150	1800
<b>Net Salary (A-B)</b>	<b>16866</b>	<b>202392</b>
<b>Employer Benefits (C)</b>		
Contribution to PF	1800	21600
Contribution to ESI*	796	9552
Gratuity	457	5481
Variable Pay**	5500	66000
<b>Cost to Company (A+C)</b>	<b>27553</b>	<b>330633</b>

\*ESI Contribution may vary based on total earnings in a month.

\*\* Variable pay shown here is the performance based incentives upon reaching minimum target as per the company norms. It varies from month on month depending on the individual performance.





## **GREENMED TECHNOLOGIES**

**Plot #1136, 2<sup>nd</sup> Floor,  
16<sup>th</sup> Avenue, Ashok Nagar,  
Chennai-600083.**

**E-mail: [contact@greenmed.in](mailto:contact@greenmed.in)  
GSTIN-33BWIPA6933R1Z3**

09/05/2023

**CHANDADI SRUTHI**

**Bapatla Women's Engineering College**

**Srinivasa Nagar, Near Indian Overseas Bank, Bapatla, 522101.**

Dear Ms. Sruthi,

**WHOMSOEVER IT MAY CONCERN**

We are pleased to offer you an Job at **GREENMED TECHNOLOGIES**. We are delighted to offer you the position of **ELECTRONICS ENGINEER**. Your starting date will be 15/05/2023. Your CTC will be 3-7 LPA depends on training performance.

We feel confident that you will contribute your skill and gain experience to the growth of our organisation.

We look forward to hearing back from you to accept this position.

Sincerely,

**Greenmed Technology**

Designation

Signature





**OFFER LETTER**

**Date: 02/12/2023**

**Dear Chandu Sailakshmi,**

**We would like to offer you the position -Business Associate in our Company, Stars Management.**

**Congratulations...! Your date of joining is – 11/12/2023, 9.15am.**

**You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:**

**SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).**

**There will be level by level learning and promotion**

**Stage 1-Business Associate (13k to 30k)**

**Stage 2 - HRD Trainer (13k to 40k)**

**Stage 3 -Team Leader (18k to 40k)**

**Stage 4 - Assistant Owner (25k to 60k)**

**Stage 5 - SBU Head (35k to 1.5L)**

**When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.**

**Your require to Submit the following documents and collect your Appointment Letter from us at the earliest**

- 1. 3 PP size photographs**
- 2. 1 Photostat copies of Pan Card**
- 3. Latest copy of updated CV/ Bio-data**
- 4. 1 Photostat copy of the certificate (any one semester exam )**
- 5. 1 Photostat copies of Address Proof**
- 6. 1 Photostat copies of bank pass-book**

**Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.**

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223974375/Hyderabad**  
**Date: 24/11/2022**

Dear Godasu Jaya Sravani,

**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 **Infrastructure Services (IS)** 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 &

## **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](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 31 11 Email: [careers@tcs.com](mailto: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 `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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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## **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 unauthorizedly 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



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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **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 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)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*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

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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**

A handwritten signature in black ink, appearing to read 'Girish V. Nandimath'.

**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

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Godasu Jaya Sravani</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Bapatla Womens Engineering College</b>

**Table 1: Compensation Details (All Components in INR)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure

### 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.

### **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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 31 11 Email: [careers@tcs.com](mailto:careers@tcs.com)





**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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

### **TATA CONSULTANCY SERVICES**

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 31 11 Email: [careers@tcs.com](mailto:careers@tcs.com)



(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.

**TATA CONSULTANCY SERVICES**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



VES/OFFER/0085

12<sup>th</sup> June, 2023

Dear Ms. Choppara Bhavyasree,

**Offer Letter from Vihanga EmbedSoft, Bangalore**

1. We refer to the Written test and Technical discussions held today for an open position at Vihanga EmbedSoft, Bangalore. Based on your performance in the Technical interview, we are pleased to intimate that you have been selected for the position of "Software Test Engineer". The Terms & Conditions of the offer are enclosed with this offer letter.
2. We welcome you to the family of Vihanga EmbedSoft and look forward to a mutually beneficial association. To help Vihanga EmbedSoft meet its accelerated growth plan, we would appreciate your In-Person joining on 19<sup>th</sup> June, 2023 @ 9:30am.
3. You are requested to provide the following documents on the joining date:
  - i. Salary & Relieving certificate from the last employers(if applicable).
  - ii. All academic certificates & mark sheet from Class X to Highest educational qualification declared by you
  - iii. Name and address of two references (not a relative)
  - iv. latest passport size photograph
  - v. One Photocopy of your PAN Card
  - vi. One photocopy of Passport or Aadhar card as address and ID proof.
  - vii. Your Bank details with a cancelled check/Bank Passbook.
  - viii. Signed Offer Letter
4. If you require any clarification, please do not hesitate to contact us or call us.
5. You are requested to acknowledge this offer letter and send us an acceptance of the offer on or before 15<sup>nd</sup> June, 2023.

Yours faithfully

*K.P. Sriniam*

Sreeram Kristipati  
Managing Partner



Enclosure to VES/OFFER/0084 dated 12<sup>th</sup> June 2023

**Offer - Terms & Conditions – Ms. Choppara Bhavyasree**

1. **Date of Appointment and Designation:** Your appointment will be effective from your Date of Joining. You are designated as “Software Test Engineer”
2. **Salary :** The salary split during and On successful completion of the Orientation is as follows:
  - i) **During Orientation:** A stipend of Rs. 12,000 per month & no other perks are applicable.
  - ii) **Post Orientation:** Major salary components (CTC) will comprise of
    - a. Consolidated Salary will be Rs. 22,600.00 per month.
    - b. Performance Bonus of Rs 24000.00 (maximum) will be paid on completion of Twelve Months at Vihanga EmbedSoft.
    - c. Vihanga EmbedSoft will provide an individual Insurance cover, leave Encashment.
    - d. PF & Gratuity contribution from Vihanga EmbedSoft as per statutory requirement

Sl.No.	Salary Component	Emoluments
<b>A. Monthly Pay and Allowances</b>		
1	Basic Pay	11,300
2	House Rent Allowance	4,520
6	Special Allowance	6,780
	<b>Total</b>	<b>22,600</b>
<b>B. Monthly Deductions</b>		
1	PF Contribution by Employee	NA
2	Professional Tax	200
3	TDS ( if applicable)	--
	<b>Total Deductions</b>	<b>200</b>
	<b>Total Monthly Pay &amp; Allowances (A-B)</b>	<b>22,400</b>
<b>C. Additional Monthly Pay (pro rata)</b>		
1	PF Contribution by Vihanga EmbedSoft	NA
2	Premium contribution by Vihanga EmbedSoft for health Insurance	400
3	Annual Leave Encashment (Monthly Pro rata)	870
4	Annual Performance Bonus (Monthly Pro rata )	2,000
5	Gratuity (Monthly Pro rata )	544
	<b>Total of Additional Monthly Pay</b>	<b>3,814</b>
<b>D. Grand Total - Monthly Pay (A + C)</b>		<b>26,414</b>
<b>E. Gross Annual Income (CTC)</b>		<b>3,16,968</b>

3. **Orientation Duration:** The duration of the Orientation is for 4 Months. During this period, you are expected to undergo training in Vihanga EmbedSoft Premises.



4. **Place of work:** The place of work will be as far as possible in Bangalore, through Vihanga EmbedSoft. However, you should be prepared to work anywhere in India, if the company so directs you on account of emergencies of work.
5. **Responsibility:** You will be responsible for Software Development and Verification activities. Depending on Customer's and Project requirements, the responsibilities will be defined / modified.
6. **Reporting:** You will be reporting to the Managing Partner of Vihanga EmbedSoft. When deputed to Customer site, you will be responsible to the respective Project Manager for your work deliverables and Quality.
7. **Working Days & Hours**
  - a) Normally Vihanga EmbedSoft works for 6 Working days. However, when deputed at customers place, you are expected to work as per customer working hours/days/Project demand.
  - b) Your working hours will be defined by the project needs. You may however, be required to work additional hours if and when required for fulfillment of your responsibility
8. **Leave:** Leave shall be availed on prior approval except in emergencies where you shall intimate in advance. During the first Four months from date of joining, you will not be entitled to any paid leave. On completion of Fourth month, you will be eligible for One Day paid leave after completion of each calendar month. However, at any point in time you will be allowed to avail maximum of two consecutive working days leave.
9. **Exclusivity:** Your position is a full-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on any other capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not seek employment with the Customer where you have been deputed by Vihanga EmbedSoft.
10. **Background Check:**
  - a) The Company shall, at its discretion, will conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time.
  - b) If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to be removed from service without any notice.
11. **Dress Code:** You are required to be dressed in Business Formals.
12. **Employee's Non-Disclosure Agreement:** You will have to execute the employee's non-disclosure agreement as stipulated by the company at the time of joining on duty.
12. **Separation from Vihanga EmbedSoft:** We seek your continued association as a long term employee. However, for reasons beyond control, you may seek separation from the company. Since Vihanga EmbedSoft continually will invest in your growth, it is important that the separation process is managed professionally. You will be required to give a minimum Sixty Days (60) notice in writing. During this period you shall complete all activities in a most professional manner.



13. **Termination:** In the event of any misconduct on your part or breach of your terms of employment the company holds right to terminate forthwith without notice and is not bound to give any reason thereof. The employment may also be terminated by the Company without notice for cause including but not limited to failure to perform duties, willful dishonesty, fraud, disobedience, poor performance, disorderly behavior, negligence, indiscipline, unauthorized absence from duty, conviction by any court of law, etc.
14. **Voluntary Abandonment:** Should you not report to duty for more than Two consecutive days without prior approval of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company. Company will not issue relieving letter unless and until satisfied about the reasons. You will also be required to pay damages caused to the business due to the discontinuity in the form of minimum 120 days full pay and allowances.
15. **Handing Over on Separation / Termination:** On termination of this employment contract, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings affects or records etc belonging to the company or relating to its business and shall not make or retain any copies of these items. The above terms and conditions are subject to company policy.

Please sign and return a copy of this letter as token of your acceptance.

I accept the above terms and conditions.

Name:

Date :





Why Haggle! When you can Zaggle!

To,  
Ms. Killa Bhavana  
Hyderabad

Date: 5<sup>th</sup> September, 2023

**OFFER OF EMPLOYMENT**

Dear Bhavana,

We are happy to offer you the role of "Trainee - QA", Zaggle Prepaid Ocean Services Ltd based at Hyderabad.

- 1) You are required to join us on 11th September 2023 in the capacity of "Trainee – QA". The agreed compensation is Rs.15,000/- Net per month (Rupees Fifteen Thousand net per month) during Training.

The duration of the Training will be 6 Months from the date of joining.

This offer has been extended based on the information furnished by you at the time of interview and subsequent interactions.

Should there be any discrepancy in the information you have shared (verbal/written/supporting documents/certificates), the organization retains the right to withdraw this offer.

You will be governed by the Terms and Conditions of the company, which are subject to change from time to time. You shall be issued a service letter post successful completion of 6 months from your date of joining.

Upon your joining you will be assigned to Reporting Manager, who will discuss with you the roles & responsibilities for your job.

Please share a signed copy of this letter as a token of your acceptance on the offer and confirming your date of joining with Zaggle Prepaid Ocean Services Ltd.

We look forward to your acceptance and welcoming you to the Zaggle family soon.

Sincerely,  
For Zaggle Prepaid Ocean Services Ltd.

 |  | 

**Zaggle Prepaid Ocean Services Limited**

(formerly known as Zaggle Prepaid Ocean Services Private Limited)

Regd. Office: 301, III Floor, CSR Estate, Plot No.8, Sector 1, HUDA Techno Enclave, Madhapur Main Road,  
Hyderabad, Rangareddi – 500081, Telangana. Ph.: 040 23119049

CIN : U65999TG2011PLC074795 | PAN : AAACZ4965E | accounts.hyd@zaggle.in | www.zaggle.in



# CAPRUS IT

UNLOCKING SMART SOLUTIONS

08<sup>th</sup> August 2023

Dear Ms. Koniki Surekha,

**Sub: Offer / Appointment Letter**

It gives us immense pleasure in inviting you to join CAPRUS IT PRIVATE LIMITED as one of its valuable members. We believe that organizations grow & flourish, fuelled by the enthusiasm and energy of the people who are willing to invest into the future. We therefore believe that all our people are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

With reference to the several rounds of discussions that we had with you, we are pleased to appoint you as **Game Test Engineer** at CaprusIT with a **total annual gross compensation of Rs. 2,16,000/-**. Your place of posting will be Hyderabad. The detailed break-up of the salary for permanent employment is presented in **Annexure A**.

Your appointment will be governed by the terms and conditions of employment that are laid out in **Annexure B** which will be provided to you at the time of joining. You will also be governed by the rules and regulations in vogue and those that may change from time to time. **At the time of formally resigning from services, you shall have to serve the notice period of 30 days.**

We request you to join us on or before **14<sup>th</sup> August 2023**.

At the time of joining, please submit the following mandatory documents:

1. Photocopy of your certificates, mark sheets in support of your educational qualifications and passport.
2. Two passport size and two stamp size color photographs, Identity proof and permanent residence proof.

We look forward to your joining us. Please do not hesitate to call us for information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Yours sincerely,  
**For Caprus IT Pvt Ltd**

**Safdar Hussain**  
Head - HR

*I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I agree to abide by the terms and conditions mentioned above and I affix my signature to signify my acceptance.*

**Koniki Surekha**

**Caprus IT Private Limited**



# CAPRUS IT

UNLOCKING SMART SOLUTIONS

## Annexure A

Name: <b>Koniki Surekha</b>	Designation: <b>Game Test Engineer</b>
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S. No.	Particulars	Monthly	Annual
<b>Earnings (A)</b>			
1	Basic	7200	86400
2	HRA @ 40 percent of the Basic	2880	34560
3	Special Allowance*	4520	54240
4	Internet Allowance#	1000	12000
5	LTA	600	7200
<b>Retirals (B)</b>			
6	Provident Fund – Employer Contribution	1800	21600
<b>Total Cost to Company (CTC), (A+B)</b>		<b>18000</b>	<b>216000</b>

*	Any other salary component added, the equivalent amount will be reduced from item# 3 above.
#	Internet Allowance tax exemption is subject to submission of bills every month.

**Caprus IT Private Limited**





## Annexure B

### Terms and Conditions of Employment

You shall be governed by the following Terms and Conditions of Service during your employment with CaprusIT, and those that may be amended from time to time.

### Statement of facts

The company has made the offer of employment on the basis of the Bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment if the Company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you including terminating you from the job.

### Duties

- a. During working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations and procedures as notified by the Company in letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the Company. If found involving too much in non-productive activities during the working hours in the company that are not related to company/work, first warning will be issued to you and thereafter will be terminated without notice if it continues again as part of the Termination policy stated hereunder.

### Place of work

- a. You will be in employment at the Company's office or at the Company's Customer location, or remotely, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the Company, when necessary.
- b. You shall comply with the Company's rules relating to relocation to or from a Customer location.

### Hours of work

- a. The working day shall comprise of eight working hours and a lunch break for an hour. Though the normal working hours is between 9.00 A.M to 6.00 P.M from Monday through Friday, you may be required to work additional hours based on the project needs and/or on a shift basis that comprises of eight working hours and a break for an hour. The exact shift timings will be communicated to you on the date of joining. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which you will be notified in advance.
- b. If you are a fresher on probation, project trainee, or trainee, then during probation/training period, Saturday is also a working day.
- c. You shall not, without the Company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the Company. You shall, however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express written permission from the Company's competent authority.

## Caprus IT Private Limited





# CAPRUS IT

UNLOCKING SMART SOLUTIONS

d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

## Probation

a. You will be on probation for a period of 6 (Six) months, which may be extended at the discretion of the company. During the probationary period, your employment is terminable by 15 days written notice from Company, as per the reasons mentioned in Termination Clause. All the benefits if applicable, still do apply during the probationary period.

b. The Company reserves to right to pay or recover salary in lieu of notice period.

## Leave, Vacation and Holidays

a. Four national holidays - Republic Day, May Day, Independence Day and Gandhi Jayanthi will be observed every year. The festival holidays may vary every year. Company may swap these holidays to accommodate long weekends during festival holidays for the benefit of the employees. This will be reviewed on a case basis and left to discretion of the Company and Company's decision is final.

**b. If you are in a client location or project where Client wanted to follow their holidays, we are bound to apply that for you and Indian holidays will not be applicable to you. This is final and no changes will be entertained in this regard.**

c. You will be entitled to 18 (eighteen days) of paid vacation per year and will be on a pro rata basis based on your joining date. Trainees and Probationers will not be entitled to avail of any vacation during the period of their training or probation as the case may be.

d. You cannot combine leaves with holidays in order to gain long weekends or longer duration vacation. Company's decision is final and may or may not grant the leaves to be combined with holidays.

e. In case the allotted paid personal leaves are not being utilized by the employee, they can ONLY be encashed at the end of the financial year (March payroll run). **A Maximum of 5 (Five) accumulated leaves can be encashed at the end of the financial year. All other leaves have to be utilized/consumed by employee in the financial year by following appropriate leave rules mentioned above. Any leaves beyond Five becomes VOID.** There is no provision of carry forwarding of any unused leaves to the next year.

f. For termination, all accumulated leaves will become void and hence cannot be encashed. When resigning, employee has to be part of the March payroll run (financial year end) in order to encash the accumulated leaves. Otherwise, leaves will become void.

## Performance Bonus Salary

a. **Quarterly Performance Bonus** – If you are entitled to get Quarterly performance bonus as per the offer/performance review letter, it is paid only if the employee has served the full term of three months during the Bonus period (quarter) in the financial year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. Quarterly Bonus is **not paid** on pro-rata basis.

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b. **Yearly Performance Bonus** – If you are entitled to get Yearly performance bonus as per the offer/performance review letter, it is paid only if the employee has served at least nine months during the financial year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. If Bonus should be paid, it will be on a pro-rata basis.

## **Performance Review**

On successful completion of your 12 months' tenure, you are eligible for internal appraisal process and your performance will be reviewed and rated based on the internal and customer feedback on your work; you will be eligible for any variable components including Performance appraisal and/or Increments as per the rating given accordingly & company policies.

## **Variable Pay**

If you are entitled to get Variable pay as per the offer/performance review letter if any, it is paid every year at the end of each financial year (March month) from the date of joining in part or full on prorata basis, provided you have completed minimum of Six months in service and part of March month payroll. And apart from that, this will be paid only based upon on satisfactory project & personal performance appraisal and upon supervisor approval. If you are in notice period, this variable pay is not applicable and will not be paid.

## **Intellectual Property**

The Employee agrees that the ownership of, and all right, title, and interest in all intellectual properties developed or created from time to time for CaprusIT by the Employee, whether before or after commencement of employment with CaprusIT shall vest in CaprusIT. The Employee hereby transfers and assigns in favour of CaprusIT, all rights, title and interest in and to all the intellectual properties, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the CaprusIT does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he shall waive any right to, and shall not raise any objection or claims to, the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

## **Data Protection**

The Employee shall ensure that all personal data is accurate and kept secure at all times. The Employee agrees to CaprusIT and its affiliates, holding and processing, both electronically and manually, the data it collects in relation to the Employee during the course of his/her employment, for the purposes of administration and management of employees and CaprusIT's business, and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by CaprusIT of such data outside India. The Employee agrees that data relevant to his employment with CaprusIT may be collected, processed and retained on a computerized database and can be accessed by selected employees of CaprusIT and its related entities for legitimate business reasons.

## **Employee Surveillance**

The Employee hereby agrees that CaprusIT may use various modes to ensure that the internet, email facilities and other communication systems provided by CaprusIT are used in an appropriate, decent and professional

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manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by the Employee. The Employee also acknowledges that he/she does not have any expectation of privacy when using CaprusIT's resources. For the avoidance of doubt, and for the limited purpose of safeguarding CaprusIT's confidential and proprietary information, CaprusIT shall have the right to monitor any personal e-mail or social media forum that may be accessible to the Employee from CaprusIT including but not limited to Gmail, Yahoo, Private Emails, Facebook, Twitter, etc. CaprusIT also reserves the right to monitor its employees using various security measures including, but not limited to closed circuit television systems.

## Retirement/Resigning

a. The retirement age of the Company is 58 years. Anytime at the time of formally resigning from service you shall serve the notice period of 60 (Sixty) days.

b. When you formally resign from the service of the Company, the Company may, at its discretion, permit you to.

i) Adjusting the leaves accumulated towards part of the notice period is only at the discretion of company and Company's decision is final.

ii) If the employee desires to leave or leaves the company during the notice period served without informing (continuous absenteeism without any information or absconding), the company shall not pay the salary for that month and for the remaining notice period admissible. Experience letters issued by the Company will reflect the same.

iii) Leaves are not allowed during notice period and any leaves taken will be treated as unpaid (loss of pay) and the notice period will get extended that many days of leaves taken.

## Group Medical & Group Personal Accident Insurance

Group medical insurance is a floater policy covering Self, Spouse and Two Dependent Children only. Parents are not covered in this group policy. The coverage value for all insured members put together is Rs. 3 Lakhs (Rupees Three Lakhs Only). No siblings are covered. Group Personal Accident coverage is for Rs. 5 Lakhs (Rupees Five Lakhs Only) and is covered only for Self.

Group Medical & Group Personal Accident insurance premium is revised every year on 31<sup>st</sup> December and **subject to change (increase or decrease), may or may not include parents and chargeable to employee on monthly basis upon revision every year, based on the company's overall policy usage.**

## Group Term Insurance

Group term insurance is a policy covering only Self. The coverage value is Six times the value of CTC. Group term insurance premium is revised every year on 27<sup>th</sup> January and subject to change (increase or decrease) based on the company's overall policy usage. Any increase or decrease in the premium has to be borne by the employee and the same will be adjusted as part of CTC. ***This will be applicable only if you have opted for it.***

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## **Termination**

a. The Company at its discretion, may terminate you from services without notice or payment in lieu thereof pursuant to enquiry, due to continuous misdemeanor, continuous unsatisfactory performance, continuous bad behavior/attitude that is affecting rest of the team in the Company, any misconduct, including but not limited to negligence of duty, failure to comply with the lawful directions of CaprusIT, habitual absence or absence without leave for more than Three (3) working days, fraud, misappropriation or dishonesty, unauthorized disclosure of confidential information of CaprusIT, breach of any statutory duty or applicable law or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of CaprusIT, unethical business conduct or breach of this Agreement or any other misconduct as may be set out in the Employee Guidelines.

b. First warning will be issued through email asking to bring change/improve in respective areas in one weeks' time from the date of email. During this one weeks' time if found guilty of doing wrong things that are against Company terms & conditions of employment or above reasons, Company will immediately terminate you then & there.

On termination of your assignment by either side, you will complete the assignment on hand, and handover all the correspondence, specifications, formulae, books, documents, etc. belonging to the company to the person taking handover or to the company, after which the relieving process will be initiated.

c. If there is continuous No Show and No Communication for three days, Company at its discretion, is bound to take action on you resulting in No Salary for the month or Termination from Employment without any notice or Both.

d. If there is continuous No Show and No Communication for three days during the notice period, your employment is terminated automatically, and No Salary will be paid for the month.

## **Past Record & Background Verification**

Your engagement with the company is subject the successful clearance of your credentials (employment, academics / others) by the company and/or a third-party verifying agency. If any declarations given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice or compensation and the company will be empowered to initiate legal proceedings against you to seek compensation & damages.

## **Protection of Interest**

If you conceive of any new or advanced methods of improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain sole right/property of the company.

## **Confidential Information**

You will not at any time without the consent of the Chief Executive Officer of the Company disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise. You will not divulge to anyone in any form, documentary or otherwise any

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information or particulars or details of any trade or business or other matters connected thereof which may come to your knowledge by reason of your being an associate of the company.

## **Non-Solicitation**

Associate recognizes and agrees that CAPRUS IT PRIVATE LIMITED has spent considerable amount of time, effort and money in identifying, and providing professional opportunities to all the associates. Therefore, associate under this agreement agrees that during the assignment and twenty-four months after the assignment with CAPRUS IT PRIVATE LIMITED, will not under any circumstances pursue or seek employment on full-time or a part-time basis, with the identified or Prospective clients of CAPRUS IT PRIVATE LIMITED introduced either during pre or post sales directly or indirectly through any other means. The associate also agrees to intimate HR/Group Head of any offers made by above-mentioned clients within 24 hours of such occurrence. The associate also agrees that after leaving Caprus IT Private Limited, he/she will not persuade or poach employees of Caprus IT Private Limited in no circumstances, from the date of their leaving Caprus IT. The associate agrees and approves CAPRUS IT PRIVATE LIMITED to take a legal course, in case he/she violates any of the terms mentioned herein knowingly or un-knowingly.

## **Code of Conduct**

This code of conduct sets out the standards of behavior expected from all of us towards our customers, our people, communities and regulators. However, no code of conduct can spell out the appropriate behavior for every situation. The company relies on each of us to make a judgment of what is right and proper in any particular situation. If we are having difficulty determining whether taking a certain action is appropriate, we should consider the following questions:

- Does the action "feel" right?
- Could it be justified to others in the Company?
- Could we defend the action if it happened in the local newspaper?
- Is the action legal?
- Does it comply with Company standards and policies?

As we grow, we need to make sure that CaprusIT is known for the right reasons. Conducting our business with high standards of ethics and integrity is essential to building a world class reputation and reinforces our values. We all have a role to play; every one of us can make a real difference. We all have a duty to uphold these standards and to act at all times with integrity and honesty.

If you have any questions that are not answered in this annexure, please contact us directly.

## **Declaration:**

**I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I therefore, hereby adhere and agree to all the terms and conditions of employment laid out herein this Annexure of the offer letter and those that get amended from time to time as part of Company policies and I affix my signature to signify my acceptance.**

Ms. Koniki Surekha

Date:

Ref: CIT\_HYD\_HRA\_122

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**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223964913/Hyderabad**  
**Date: 24/11/2022**

Ms. Bhavya Immadabattina  
3\_123, Bhavadevarapalli, Nagayalanka Mandal, Krishna District Ramalayam,  
Peddhuru,  
Avanigada-521120,  
Andhra Pradesh.  
Tel# 91-7013343930

Dear Bhavya Immadabattina,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee in Grade Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/CT20223964913**

**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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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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



## 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.



## **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 unauthorizedly 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



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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



#### 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 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,

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TCSL/CT20223964913

**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



- 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)
  - 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.

TCS Confidential

TCSL/CT20223964913

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## 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**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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

<b>Name</b>	<b>Bhavya Immadabattina</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Bapatla Womens Engineering College</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI ~ Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI -- Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, 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 filling 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.

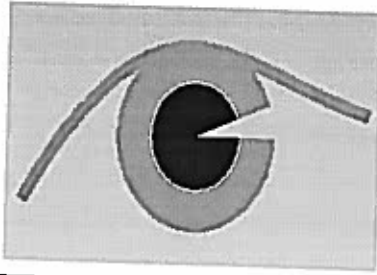
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein 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.



**GREENMED TECHNOLOGIES**

**Plot #1136, 2<sup>nd</sup> Floor,  
16<sup>th</sup> Avenue, Ashok Nagar,  
Chennai-600083.**

**E-mail: [contact@greenmed.in](mailto:contact@greenmed.in)  
GSTIN-33BWIPA6933R1Z3**

09/05/2023

**MALLARAPU CHARULATHA**

**Bapatla Women's Engineering College**

**Srinivasa Nagar, Near Indian Overseas Bank, Bapatla, 522101.**

Dear Ms. Charulatha,

**WHOMSOEVER IT MAY CONCERN**

We are pleased to offer you an Job at **GREENMED TECHNOLOGIES**. We are delighted to offer you the position of **ELECTRONICS ENGINEER**. Your starting date will be 15/05/2023. Your CTC will be 3-7 LPA depends on training performance.

We feel confident that you will contribute your skill and gain experience to the growth of our organisation.

We look forward to hearing back from you to accept this position.

Sincerely,

**Greenmed Technology**

Designation

Signature



## Letter of Appointment

Date: 07<sup>th</sup> October, 2022

Dear **Mandhalapu Sindhu Priya,**

**Greetings from the Innovative and Dynamic team of TalentPace and welcome aboard.**

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you an appointment as "**Software Engineer**" on the following terms and conditions:

### **JOINING DATE**

You have to report to our Bengaluru office on or before **17<sup>th</sup> July, 2023** by 9:10 AM.

### **SALARY**

Your CTC is Rs. 1,50,000/- per annum as per the attached "Annexure-A" for probation period and after probation period your CTC will be revised to Rs. 3,00,000/- per annum as per the attached "Annexure-B".

### **LEAVE**

You will be entitled to take leave as per the provisions of company's policy.

### **TRANSFER**

Your service is liable to be transferred to any place in India or abroad as per the company's need & policy.

### **WORKING HOURS**

Your working hours will be as per the organization requirement which will be in force from time to time.

### **PROBATION**

- a) You shall be on probation for a period of 6 months.
- b) During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof.
- c) The management also reserves the right to extend the probation period if your performance is not satisfactory.
- d) After successful completion of probation, if your performance is satisfactory, your appointment shall be confirmed, in writing, by the management.

### **NOMINATION OF LEGAL HEIRS**

Please fill and return the enclosed Provident Fund forms and Nomination form. In case of any change in the nomination due to changes in circumstances or any other reasons, you should inform the same to the company immediately.



## **SERVICE CONDITIONS**

- a) You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity upto the satisfaction of the project expectations as defined in the KRA and assessed periodically
- b) We shall be the sole arbitrator of the assessment to be made of your working efficiency utility or loyalty to the company while taking a decision to give you an increment or promotion to higher grade or terminating your services.
- c) You will retire from the company's services on reaching the age of 58 years.
- d) Your services are liable to be transferred from one establishment, department or division of the company to the other anywhere in India, at the discretion of the Management.
- e) You will be required to undergo medical examination during your tenure with the company. Your continuance in employment would depend on your remaining medically fit.
- f) You are to keep and render a faithful account of all properties and business secrets of the company entrusted to you in the course of your employment, and shall not disclose to anybody at any time, during your services or even after you leave the services of the company.
- g) You will be required to sign a NDA specific to the project in which you are working in the interest of the company
- h) During the course of your employment with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees.
- i) You shall communicate to the Management any change in your residential address, local and permanent.
- j) The company shall be entitled to terminate your services without notice on any of the following grounds :
  - a) You are convicted of a criminal offence by a competent Court of Law / Authority;
  - b) You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization;
  - c) If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
  - d) If you are declared medically unfit by the medical practitioner appointed by the Company.
- k) If you leave the organization within one year from the date of joining, you are liable to pay the cost of the trainings and certifications spent by the company.
- l) You will abide by the rules & regulations of the company/establishment which are in force for the time being and / or which may be framed from time to time.
- m) Any dispute arising out of this employment shall be referred to the legal jurisdiction of Bangalore courts only.

**PERIOD OF NOTICE**

After confirmation, your services are terminable without assigning any reason, by giving 3 month's notice in writing. The management reserves the right to shorten the notice period by paying the prorated amount for the balance period of the set 3 months. In the event of you decide to resign from the company, you have to serve notice for a period of 3 months. However, the company has the right to decide on the time/period of relieving depending upon the exigencies of the project / assignment.

Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token of your acceptance for the terms and conditions mentioned herein. We welcome you on board and wish you all the very best in your new assignment.

Sincerely Yours,  
**For TALENTPACE PVT. LTD.**



**Ms. Neetisha Sharma**

**HR Manager**

**Annexure-A**

<b>Salary Structure</b>		
<b>Salary Components</b>	<b>Per Month in Rs.</b>	<b>Per Annum in Rs.</b>
<b>Gross Salary - A:</b>		
Basic	4,000.00	48,000.00
HRA	2,000.00	24,000.00
Conveyance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	2,121.00	25,452.00
<b>Total</b>	<b>10,971.00</b>	<b>1,31,652.00</b>
<b>Employee Benefits</b>		
PF(Employer Contribution)	480.00	5,760.00
ESI(Employer Contribution)	357.00	4,284.00
Gratuity	192.00	2,304.00
Health Insurance	500.00	6,000.00
Total Benefits	1,529.00	18,348.00
<b>Total CTC</b>	<b>12,500.00</b>	<b>1,50,000.00</b>

**Annexure-B**

<b>Salary Structure – After Probation</b>		
<b>Salary Components</b>	<b>Per Month in Rs.</b>	<b>Per Annum in Rs.</b>
<b>Gross Salary - A:</b>		
Basic	4,000.00	48,000.00
HRA	2,000.00	24,000.00
Conveyance	1600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	14,980.00	1,79,760.00
<b>Total</b>	<b>23,830.00</b>	<b>2,85,960.00</b>
<b>Employee Benefits</b>		
PF(Employer Contribution)	480.00	5,760.00
Health Insurance	500.00	6,000.00
Gratuity	192.00	2,304.00
Total Benefits	1172.00	14,064.00
<b>Total CTC</b>	<b>25,002.00</b>	<b>3,00,024.00</b>

**DECLARATION**

I have carefully read the above terms and conditions and that they are acceptable to me in full.

Name: **Mandhalapu Sindhu Priya**

Signature& Date: \_\_\_\_\_

January 29, 2024

**Mohammad Sheema Arjaman**  
8-4-549/237, Netaji Nagar,  
Erragadda,  
Hyderabad-500018

Dear **Mohammad Sheema**,

We are delighted to offer you a position as **Trainee Engineer** with Publicis Sapient, a division of TLG India Pvt. Ltd. ("Publicis Sapient").

Publicis Sapient will provide you with a total compensation package that consists of your base salary and statutory retirement benefits.

The Total Cost to Company offered to you is **INR 847,072/-** which includes the following:-

- An annualized base salary of **INR 800,000/-** (Including HRA)
- Provident Fund and Gratuity contributions, (As per the applicable provisions)

Tax at the applicable rate shall be deducted at source from your salary.  
(Please refer to Annexure "B" for details)

Your anticipated start date will **February 05, 2024**. You will be on Training for 3 months from your date of employment which will be conducted in **Bangalore** office. It is mandatory to be in office during the training period. Your home office would be in **Bangalore, India**.

In addition to your salary, you will be entitled to:-

- Receive a Loyalty bonus of **Rs 400,000**. You will receive the Loyalty bonus less all taxes in 2 equal installments in the 12th and 24th payroll cycle from your date of joining. You will not receive this bonus in case of any violation of our code of ethics.
- Receive Relocation expenses up to a maximum of amount **Rs 10,000**. (subject to submission of receipts). This is only valid if you relocate to the city of your home office location and avail it within 6 months of your date of joining.
- Participate in the Publicis Sapient's medical and life insurance benefits.

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Registered Office: TLG India Private Limited

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The realisation of the above items is subject to the terms set forth in Annexure 'A' under the respective clauses.

Publicis Sapient, allows you 2 months from your joining date to provide the educational proofs of graduation completion, failing which your employment shall be deemed to be automatically nullified and your services will be terminated. In case your examinations are canceled/not conducted and/or for any other business reasons due to which you are unable to complete your graduation, Publicis Sapient will reserve the right to terminate your employment. This offer is subject to you agreeing to these conditions as stated herein above.

On your first day of employment, please join the virtual onboarding session (e-meeting link to be shared) at 9:00 A.M. along with the documents mentioned in Annexure 'C'. Should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with Publicis Sapient.

Kindly return a copy of this letter duly counter signed by you, within a week in acceptance of the terms and conditions set out herein. Please refer to the Annexure "A" of this letter for details on the Terms of Employment, which shall apply to your employment. By signing a copy of this letter, you agree to abide by these terms and any other published terms in effect from time to time throughout the period of your employment.

We are looking forward to your joining us. We are sure that you would find life with Publicis Sapient to be motivating and challenging.

Best Regards

SHEFALI  
SHARMA GARG

Shefali Garg  
Vice President, People Strategy | Publicis Sapient

**I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the Company as detailed below.**

Mohammad Sheema Arjaman

TIG India Private Limited

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Employee Name	Mohammad Sheema Arjaman	Level/Designation	Trainee Engineer	
S.No.	Components	Components Details	Salary Structure Monthly	Annual
<b>A</b>	<b>Fixed</b>			
1	Basic Salary	35% of Base Salary		
<b>B</b>	<b>Flexible</b>			
2	House Rent Allowance	Can be fixed at 10% or 21% of Base Salary	23,333	280,000
3	Leave Travel Assistance	Default amount will be set as zero or can be claimed once a year as per entitlement per career stage	14,000	168,000
	<b>Special Allowance</b>		0	
4	Special Allowance	Base Salary - ( Fixed elements + Flexible Element + Optional Benefits)		
	<b>Optional Benefits</b>		29,333	352,000
5	Meal Coupons	Tax rebate on (optional) subscription to meal benefit which can be availed at INR 2000 per month. Default amount will be set as zero.	0	
6	Car Lease Scheme	Available for Sr. Associate & above. Associate can join the scheme post 2 year completion. Default amount will be set as zero.	0	
7	Car Fuel and maintenance	Optional benefit to enroll in to Car Fuel and Maintenance for people opting for car lease (Limits basis career stage) or self-owned car (Limit: INR 1800 per month). Default amount will be set as zero.	0	
8	Driver Salary	Optional benefit to enroll in to Driver Salary for people enrolled in car lease (Available for Managers and above and limits basis career stage) or self-owned car (Available for all career stages and limit: INR 900 per month). Default amount will be set as zero.	0	
<b>C</b>	<b>Base Salary = (1+2+3+4+5+6+7+8)</b>			
<b>D</b>	<b>Total Cash = (C)</b>		<b>66,667</b>	<b>800</b>
9	Provident Fund	12% of Basic Salary *In case the Basic Salary is less than INR 15,000, the contribution shall be INR 1,800.		800
10	Gratuity	Deemed Value *Calculated at 4.81% of the basic salary (1.68% of base salary). The maximum aggregate value is INR 20,00,000.	2,800	33,600
<b>E</b>	<b>Total Retiral Benefits (Company Contribution)</b>		<b>1,123</b>	<b>13,476</b>
<b>**Total Cost to the Company ( Before Tax Deduction) = D+E</b>			<b>3,923</b>	<b>47</b>
				<b>847</b>

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\*\*The above stated elements of compensation are taxable as per applicable Income Tax Laws. All the figures are in INR (Indian Rupees) only.

Note: The Program may be amended or withdrawn at any time and plan guidelines may be adjusted at the Company's discretion.

**Other Company Benefits**

**Publicis Sapient India Group Mediciam Insurance Policy**

Medical Coverage	Floater of INR 3,00,000 per family (Addition Corp .Buffer INR 5,00,000 incase of normal illness and INR 15,00,000 in case of critical illness provided)
Family members covered	Self, Spouse & two children

**Group Life Insurance Policy: India**

Term Life Insurance (TLI) is the most basic form of life insurance. If the death of the insured individual occurs within his/her Publicis Sapient tenure, the insurance company will pay the death benefit. No money is paid at the time of individuals exit. For more information please read through the details available on the Publicis Sapient VOX

**India Personal Accidental Insurance Policy**

Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement. For more information please read through the details available on the Publicis Sapient VOX

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**ANNEXURES**

- Annexure 'A' - Terms of Employment
- Annexure 'B' - Elements of Compensation
- Annexure 'C' - Documents to be submitted on the Date of Joining

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### Annexure 'A'- Terms of Employment

We are detailing below some of the significant terms of employment and employment policies that will apply to you at Publicis Sapient, a division of TLG India Pvt. Ltd. ("Publicis Sapient"). Please ensure that you read and fully understand all the policies.

This offer supersedes all prior understandings, negotiations and agreements, whether written or oral, between you and Publicis Sapient as to the subject matter covered by this offer letter. During the term of your employment with the Company, you will be subject to all rules and regulations in accordance with Company policy as applicable, enforced, amended or altered from time to time.

### COMPENSATION AND BENEFITS

Your annual compensation will be as per the schedule annexed here to and will be subject to deduction of tax at source. It should be appreciated that salary structure is designed based on certain statutory / IT laws and keeping in line with industry norms/ practices and employee feedback. Hence it is subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax friendly benefits on your joining.

Your total compensation package is the sum total of Base, and Retirals mentioned below:

#### A. Base

(Base comprises of fixed and flexible elements of base compensation.  
People have a choice to decide on the flexible elements of base compensation.)

#### Fixed Elements of Base Compensation

Basic salary

#### Flexible Elements of Base Compensation

House Rent Allowance (HRA)  
Leave Travel Assistance (LTA)

#### B. Retirals (Company Contribution)

You would retire at the age of 65 years in accordance with the Company's Retirement Policy. On your retirement, you would be entitled to PF and Gratuity, as applicable. Please refer to the Company's Retirement Policy for further details.

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### Other Benefits

- Meal Coupons
- Car Lease Scheme
- Car Fuel & Maintenance (Self owned cars or Car Lease Enrollees)
- Driver's Salary (Self owned cars or Car Lease Enrollees)

### RELOCATION EXPENSES

This clause is only applicable to you if your package includes a component on relocation and you avail it within 6 months of your date of joining. Publicis Sapient agrees to cover your relocation benefits and expenses in accordance with the Publicis Sapient India Domestic Relocation Policy as amended from time to time. If you leave Publicis Sapient within 18 months from your date of joining, you agree to re-pay all relocation benefits including expenses and allowances on or before the day of your full and final settlement at Publicis Sapient.

### TRAINING

You will be on training for a period of 3 months from the start date of your employment. During your training period, your performance will be assessed by Publicis Sapient. Your confirmation is subject to your good conduct and satisfactory performance in accordance with the company policies. In the event your conduct/performance is found to be unsatisfactory, Publicis Sapient would reserve the right to extend your training period or terminate your services during or post completion of training period of 3 months. Expiry of your training period should not be considered as confirmation of your employment unless a confirmation letter is issued to you in this regard. During this period, either party may terminate your employment by providing 30 days prior notice in writing to the other party.

### NOTICE PERIOD

After the six months' probation, the prior notice period required by either party for future termination is 60 days subject to terms and conditions set forth herein below.

Subject to terms and conditions set forth herein below.

- The employment offered under this agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be given at any time during the course of employment. You are employed by Publicis Sapient "at will" and not for any specific term.
- In the event an employee requests for adjustment of his/her un-availed privilege leave against the stipulated notice period then the company may in its discretion agree to do so.
- Publicis Sapient reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you notified Publicis Sapient of your voluntary termination, Publicis Sapient reserves the right to accept your resignation anytime during the notice period stipulated above. You will be

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required to mandatorily provide minimum notice period of thirty (30) calendar days which will not be allowed to be adjusted against the un-availed privilege leave. You shall not be entitled to any salary or any benefits after the effective date from which such resignation is accepted by Publicis Sapiens.

- In the event you do not provide the required period of notice, before voluntarily terminating your employment, Publicis Sapiens reserves its right to forfeit your salary as per the requisite notice period duration. In addition, Publicis Sapiens will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
- You acknowledge that if you fail to provide the minimum notice period of thirty days as stated above, Publicis Sapiens is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client's requirements. Therefore considering the gravity of damages that could be suffered by the company, the company reserves its right to assess and recover such damages from you as it deems fit.
- In case of breach of these Terms of Employment or misconduct (which includes amongst other things- failure to return to work after vacation, absconding from work, taking actions injurious to Publicis Sapiens's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Publicis Sapiens may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

#### RETURN OF COMPANY ASSETS AND FULL & FINAL SETTLEMENT OF DUES

- The Company may provide you with assets or electronic devices like laptop, desktop, printer, mobile phone, pen drives, Wi-Fi modem etc. ("Assets") from time to time to equip you with necessary tools & resources in order for you to carry out your work and your roles & responsibilities. You are required to take good care of such Assets while they are in your possession and/ or being used by you and not cause any damage to the same. In case of any damage to such Assets, the Company may choose to make deductions from your monthly salary as the cost for making necessary repairs or for replacement such Assets.
- Further, in the event you have tendered your resignation and/ or your employment is being terminated for any of the reasons detailed herein, you are required to return such Assets to the Company on or before your last working day with the Company. In the event of your failure to comply with the same, you agree that Company shall have rights to withhold your monthly salary and/ or your full & final settlement amount till the time you return such Assets. In case Assets are found to be damaged at the time of return, the Company will release your full and final settlement subject to deductions from your monthly salary/full and final settlement as the cost for making necessary repairs to such Assets and/or up to the value of the Asset in case the Asset cannot be repaired.

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### CAUSE FOR TERMINATION

In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to the Company's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), the Company may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

The Company has zero-tolerance & zero-acceptance for any fraudulent activities (including any fraudulent impersonation, misrepresentation and/ or forgery of documents, audio or video data). If at any time (including but not limited to the interview process, issuance of this offer letter, post acceptance of this offer letter by you and/ or post commencement of your employment with Company), it is determined or found by the Company that you have misrepresented yourself to the Company by adopting any fraudulent means (including but not limited to having someone else impersonate you during your interview stage with Company, submitting any forged or false documents, information or data to Company etc.) then you acknowledge & agree that the Company shall reserve rights to immediately:

- (i) rescind this offer letter,
- (ii) terminate your employment without prior notice & without any payment in lieu of notice wherein all benefits shall be withdrawn with immediate effect; and
- (iii) initiate necessary civil and criminal action under applicable laws in view of such misrepresentation & fraud on your part.

### PROPRIETARY INFORMATION AND CONFIDENTIALITY

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.

During your employment with Publicis Sapient, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Publicis Sapient any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Publicis Sapient or any of our existing or prospective clients. Upon joining, you will be required to sign the standard Publicis Sapient Non-Disclosure, Non-Solicitation and Non-Competition Agreement regarding these and other matters relating to your employment.

### INTELLECTUAL PROPERTY

All the proprietary rights title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your employment with the Company, shall vest with the Company absolutely.

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### COMPLIANCE WITH POLICIES

You acknowledge that being an employee of Publicis Sapient you must comply with the corporate policies and procedures ("Janus") of the Publicis Groupe. You also understand and acknowledge that these policies and procedures are continually evaluated and these may be amended or altered from time to time and as applicable and enforced shall be binding upon you.

### DISCLOSURE AGREEMENT

You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you or any immediate relative, any such interests or circumstances which may arise during your employment.

### INSIDER TRADING

Please note that during the period of your employment with Publicis Sapient and for a reasonable period thereafter, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with U.S. Securities laws, including but not limited to not sharing of non-public information about Publicis Sapient or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

### ABSCONDING CLAUSE

If you absent yourself without approved leave or remain absent beyond the period of leave originally approved or subsequently extended, the same shall be considered as you having voluntarily terminated the employment without giving notice unless you

- Return to work within three days of the commencement of such absence, and
- Give an explanation to the satisfaction of the Company regarding such absence.

### LEAVE

You will be entitled to leave, holidays and other service benefits as per the rules of the Company as amended from time to time.

### TRAVEL

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy.

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**PLACE OF WORK**

You may, during your employment with the Company, be considered for employment or assignment at any other work place/branch/division of the Company within India or in any other country where the affiliates of the Company do business. Decisions for such transfers, which may be for short duration or of a long-term or permanent nature, will depend on your suitability for the intended task and other relevant factors. In the event that such a transfer is requested by the Company, you will be required to report for duty at the new place of work from the effective date communicated to you in this regard.

**WORK SHIFTS**

Please note that may Publicis Sapient require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the company.

**EMPLOYMENT RESTRICTIONS**

Your employment with Publicis Sapient is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from Vice President, People Success. Publicis Sapient will have the sole discretion to approve or disapprove such a request based on Publicis Sapient's internal guidelines for deciding such requests.

**BACKGROUND CHECK**

This clause is applicable to you during your probation period also.

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated. If required, Publicis Sapient may also conduct client specific background checks regarding you after the commencement of your employment. In the event that a Publicis Sapient client requires background checks to be conducted as an eligibility condition for working on projects for such client and if you are staffed / are to be staffed to any such project. In the event any client prescribed background checks are to be conducted, you will be required to cooperate fully in the exercise and disclose the relevant information required from you for successfully completing such background check. Based on the results of such background check, Publicis Sapient reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

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### CHANGE OF ADDRESS

You shall keep Publicis Sapient informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by Publicis Sapient on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

**TIG India Private Limited**

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Annexure "B" to Offer Letter	
Elements of Compensation	Frequency of Payment/ Claim
<b>A. Base</b>	
Base comprises of fixed and flexible elements of base compensation. People have a choice to decide on the flexible elements of base compensation.	
<b>Fixed Elements of Base Compensation</b>	
1. <b>Basic salary</b>	Monthly
<b>Flexible Elements of Base Compensation</b>	
2. <b>House Rent Allowance (HRA)</b>	Monthly
HRA is paid to people to meet cost of rental accommodation. HRA is a flexible component and can be fixed by the person between 10% and 21% of Base Salary.	
3. <b>Leave Travel Assistance (LTA)</b>	Annual
LTA is fixed per career stage. It can be claimed only once in a year and is exempt from income tax twice in a slab of 4 years. For other two years LTA amount will be paid as taxable.	
4. <b>Special Allowance</b>	Monthly
The special allowance is equal to Base minus (Fixed elements plus Flexible Elements) chosen by the person	

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<b>Optional Benefits</b>	
<b>5. Meal Coupons</b>	
Tax rebate on (optional) subscription to meal benefit which can be availed at INR 2000 per month. Default amount will be set as zero.	Monthly
<b>6. Car Lease Scheme</b>	
There is an optional car lease scheme available for Sr. Associates and above at the time of Joining Publicis Sapient. Associates can join the car lease scheme on satisfactorily completing 2 years at Publicis Sapient.	Monthly
<b>7. Car Fuel &amp; Maintenance (Self owned cars / Car Lease Enrollees)</b>	
Optional benefit to enroll in to Car Fuel and Maintenance for people opting for car lease (Limits basis career stage) or self-owned car (Limit: INR 1800 per month). Default amount will be set as zero.	
<b>8. Driver's Salary (Self owned cars / Car Lease Enrollees)</b>	
Optional benefit to enroll in to Driver Salary for people enrolled in car lease (Available for Managers and above and limits basis career stage) or self-owned car (Available for all career stages and limit: INR 900 per month). Default amount will be set as zero.	

<b>B. Retirals (Company Contribution)</b>	
<b>9. Provident Fund (PF)</b>	
As per the current rules and regulations governing the company's PF scheme, the person contributes 12% of the basic salary to the fund and the company contributes an equivalent amount. In case the basic salary is less than INR 15,000, the contribution shall be INR 1,800.	Monthly
<b>10. Gratuity:</b>	
Gratuity is calculated at 4.81% of the basic salary (1.684% of Base Salary). It is payable when a person leaves the services of the company after completion of a minimum of 5 years. The maximum aggregate value is INR 20,00,000.	

The above stated elements of compensation are taxable as per applicable income Tax Laws.

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**Other Benefits**

Benefits	Frequency of Payment/ Claim
<b>1. Group Medical Insurance</b>	Annual
This is a group medical insurance cover for Publicis Sapien people during their employment with Publicis Sapien with a total floating medical cover of INR 3,00,000 per family and corporate buffer of INR 5,00,000 (INR 15,00,000 in case of critical illness) covering self, spouse and two children. For more information please read through the details available on the Publicis Sapien VOX.	
<b>2. Group Life Insurance</b>	Annual
Term Life Insurance (TLI) is the most basic form of life insurance. If the death of the insured individual occurs within his/her Publicis Sapien tenure, the insurance company will pay the death benefit. No money is paid at the time of individuals exit. For more information please read through the details available on the Publicis Sapien VOX.	
<b>3. Group Personal Accident Insurance</b>	Annual
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement. For more information please read through the details available on the Publicis Sapien VOX.	

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**Annexure "C":**

**Documents to be submitted prior to joining for Background Check purpose (Scanned format required):**

Components	Mandatory Documents (Scanned)
Highest Education Qualification Attained	<ul style="list-style-type: none"> <li>a. Degree / Provisional Certificate</li> <li>b. Final Year / Consolidated Mark Sheet</li> </ul>
All Employments in last 05 years	<p><b>For All Previous Employments -</b></p> <ul style="list-style-type: none"> <li>a. Experience OR Relieving Letter</li> <li>b. Offer Letter</li> <li>c. First and Last Pay Slips</li> </ul> <p><b>For Current Employment -</b></p> <ul style="list-style-type: none"> <li>a. Offer Letter</li> <li>b. Last 02 Months' Pay slips</li> </ul>

**Documents to be submitted on the Date of Joining:**

Components	Mandatory Documents (Hard Copy)
For Employment Records	<ul style="list-style-type: none"> <li>a. Experience and Relieving Letter (only from the last organization)</li> <li>b. Provident Fund (PF) number, Universal Account Number (UAN) and other details from the previous organization {For PF Transfer}</li> </ul>
For Salary Account Opening Formalities	<p><b>For New Salary Account -</b></p> <ul style="list-style-type: none"> <li>a. 1 colored passport size photograph</li> <li>b. Proof of Identity (PAN / PASSPORT / VOTER ID CARD)</li> </ul> <p><b>For Existing Citibank/ICICI/YES Bank Account Holders -</b></p> <ul style="list-style-type: none"> <li>a. Account Details</li> </ul>
Identity & Address Proof	<ul style="list-style-type: none"> <li>a. 1 colored passport size photographs</li> <li>b. 2 copies of PAN Card</li> <li>c. 2 photocopy of Permanent Address proof (Aadhar Card is a mandatory document, if you don't have one please apply ASAP)</li> <li>d. Passport copy</li> </ul>

**Please Note:** If you "**DO NOT**" have the PAN card, immediately apply for it, by logging on to the below link <https://tin.tin.nsd.com/pan/index.html>

**Note:** Any delays in submitting the PAN details will lead to delay in processing your salary

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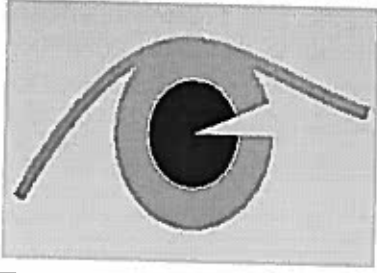
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**GREENMED TECHNOLOGIES**

**Plot #1136, 2<sup>nd</sup> Floor,  
16<sup>th</sup> Avenue, Ashok Nagar,  
Chennai-600083.**

**E-mail: [contact@greenmed.in](mailto:contact@greenmed.in)**

**GSTIN-33BWIPA6933R1Z3**

09/05/2023

**NANDAM LEELA PRAVALLIKA**

**Bapatla Women's Engineering College**

**Srinivasa Nagar, Near Indian Overseas Bank, Bapatla, 522101.**

Dear Ms. Leela Pravallika,

**WHOMSOEVER IT MAY CONCERN**

We are pleased to offer you an Job at **GREENMED TECHNOLOGIES**. We are delighted to offer you the position of **ELECTRONICS ENGINEER**. Your starting date will be 15/05/2023. Your CTC will be 3-7 LPA depends on training performance.

We feel confident that you will contribute your skill and gain experience to the growth of our organisation.

We look forward to hearing back from you to accept this position.

Sincerely,

**Greenmed Technology**

Designation

Signature





VES/OFFER/0088

12<sup>th</sup> June, 2023

Dear Ms. Palam Naveena,

**Offer Letter from Vihanga EmbedSoft, Bangalore**

1. We refer to the Written test and Technical discussions held today for an open position at Vihanga EmbedSoft, Bangalore. Based on your performance in the Technical interview, we are pleased to intimate that you have been selected for the position of "Software Test Engineer". The Terms & Conditions of the offer are enclosed with this offer letter.
2. We welcome you to the family of Vihanga EmbedSoft and look forward to a mutually beneficial association. To help Vihanga EmbedSoft meet its accelerated growth plan, we would appreciate your In-Person joining on 19<sup>th</sup> June, 2023 @ 9:30am.
3. You are requested to provide the following documents on the joining date:
  - i. Salary & Relieving certificate from the last employers(if applicable).
  - ii. All academic certificates & mark sheet from Class X to Highest educational qualification declared by you
  - iii. Name and address of two references (not a relative)
  - iv. latest passport size photograph
  - v. One Photocopy of your PAN Card
  - vi. One photocopy of Passport or Aadhar card as address and ID proof.
  - vii. Your Bank details with a cancelled check/Bank Passbook.
  - viii. Signed Offer Letter
4. If you require any clarification, please do not hesitate to contact us or call us.
5. You are requested to acknowledge this offer letter and send us an acceptance of the offer on or before 15<sup>th</sup> June, 2023.

Yours faithfully

*K.P. Sreeram*

Sreeram Kristipati  
Managing Partner



# CAPRUS IT

UNLOCKING SMART SOLUTIONS

## Annexure A

Name: <b>Pandaraboyina Anitha</b>	Designation: <b>Game Test Engineer</b>
-----------------------------------	----------------------------------------

S. No.	Particulars	Monthly	Annual
<b>Earnings (A)</b>			
1	Basic	7200	86400
2	HRA @ 40 percent of the Basic	2880	34560
3	Special Allowance*	4520	54240
4	Internet Allowance#	1000	12000
5	LTA	600	7200
<b>Retirals (B)</b>			
6	Provident Fund – Employer Contribution	1800	21600
<b>Total Cost to Company (CTC), (A+B)</b>		<b>18000</b>	<b>216000</b>

*	Any other salary component added, the equivalent amount will be reduced from item# 3 above.
#	Internet Allowance tax exemption is subject to submission of bills every month.

**Caprus IT Private Limited**



2nd Floor, New Mark House, Plot Nos 48 to 51 & 54 to 57 of Survey Number 78, Patrika Nagar, Madhapur, Hyderabad-500 081, Telangana, India.

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# CAPRUS IT

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## Annexure B

### Terms and Conditions of Employment

You shall be governed by the following Terms and Conditions of Service during your employment with CaprusIT, and those that may be amended from time to time.

### Statement of facts

The company has made the offer of employment on the basis of the Bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment if the Company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you including terminating you from the job.

### Duties

- a. During working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations and procedures as notified by the Company in letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the Company. If found involving too much in non-productive activities during the working hours in the company that are not related to company/work, first warning will be issued to you and thereafter will be terminated without notice if it continues again as part of the Termination policy stated hereunder.

### Place of work

- a. You will be in employment at the Company's office or at the Company's Customer location, or remotely, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the Company, when necessary.
- b. You shall comply with the Company's rules relating to relocation to or from a Customer location.

### Hours of work

- a. The working day shall comprise of eight working hours and a lunch break for an hour. Though the normal working hours is between 9.00 A.M to 6.00 P.M from Monday through Friday, you may be required to work additional hours based on the project needs and/or on a shift basis that comprises of eight working hours and a break for an hour. The exact shift timings will be communicated to you on the date of joining. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which you will be notified in advance.
- b. If you are a fresher on probation, project trainee, or trainee, then during probation/training period, Saturday is also a working day.
- c. You shall not, without the Company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the Company. You shall, however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express written permission from the Company's competent authority.

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d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

## Probation

a. You will be on probation for a period of 6 (Six) months, which may be extended at the discretion of the company. During the probationary period, your employment is terminable by 15 days written notice from Company, as per the reasons mentioned in Termination Clause. All the benefits if applicable, still do apply during the probationary period.

b. The Company reserves to right to pay or recover salary in lieu of notice period.

## Leave, Vacation and Holidays

a. Four national holidays - Republic Day, May Day, Independence Day and Gandhi Jayanthi will be observed every year. The festival holidays may vary every year. Company may swap these holidays to accommodate long weekends during festival holidays for the benefit of the employees. This will be reviewed on a case basis and left to discretion of the Company and Company's decision is final.

**b. If you are in a client location or project where Client wanted to follow their holidays, we are bound to apply that for you and Indian holidays will not be applicable to you. This is final and no changes will be entertained in this regard.**

c. You will be entitled to 18 (eighteen days) of paid vacation per year and will be on a pro rata basis based on your joining date. Trainees and Probationers will not be entitled to avail of any vacation during the period of their training or probation as the case may be.

d. You cannot combine leaves with holidays in order to gain long weekends or longer duration vacation. Company's decision is final and may or may not grant the leaves to be combined with holidays.

e. In case the allotted paid personal leaves are not being utilized by the employee, they can ONLY be encashed at the end of the financial year (March payroll run). **A Maximum of 5 (Five) accumulated leaves can be encashed at the end of the financial year. All other leaves have to be utilized/consumed by employee in the financial year by following appropriate leave rules mentioned above. Any leaves beyond Five becomes VOID.** There is no provision of carry forwarding of any unused leaves to the next year.

f. For termination, all accumulated leaves will become void and hence cannot be encashed. When resigning, employee has to be part of the March payroll run (financial year end) in order to encash the accumulated leaves. Otherwise, leaves will become void.

## Performance Bonus Salary

a. **Quarterly Performance Bonus** – If you are entitled to get Quarterly performance bonus as per the offer/performance review letter, it is paid only if the employee has served the full term of three months during the Bonus period (quarter) in the financial year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. Quarterly Bonus is **not paid** on pro-rata basis.

## Caprus IT Private Limited

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b. **Yearly Performance Bonus** – If you are entitled to get Yearly performance bonus as per the offer/performance review letter, it is paid only if the employee has served at least nine months during the financial year year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. If Bonus should be paid, it will be on a pro-rata basis.

## **Performance Review**

On successful completion of your 12 months' tenure, you are eligible for internal appraisal process and your performance will be reviewed and rated based on the internal and customer feedback on your work; you will be eligible for any variable components including Performance appraisal and/or Increments as per the rating given accordingly & company policies.

## **Variable Pay**

If you are entitled to get Variable pay as per the offer/performance review letter if any, it is paid every year at the end of each financial year (March month) from the date of joining in part or full on prorata basis, provided you have completed minimum of Six months in service and part of March month payroll. And apart from that, this will be paid only based upon on satisfactory project & personal performance appraisal and upon supervisor approval. If you are in notice period, this variable pay is not applicable and will not be paid.

## **Intellectual Property**

The Employee agrees that the ownership of, and all right, title, and interest in all intellectual properties developed or created from time to time for CaprusIT by the Employee, whether before or after commencement of employment with CaprusIT shall vest in CaprusIT. The Employee hereby transfers and assigns in favour of CaprusIT, all rights, title and interest in and to all the intellectual properties, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the CaprusIT does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he shall waive any right to, and shall not raise any objection or claims to, the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

## **Data Protection**

The Employee shall ensure that all personal data is accurate and kept secure at all times. The Employee agrees to CaprusIT and its affiliates, holding and processing, both electronically and manually, the data it collects in relation to the Employee during the course of his/her employment, for the purposes of administration and management of employees and CaprusIT's business, and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by CaprusIT of such data outside India. The Employee agrees that data relevant to his employment with CaprusIT may be collected, processed and retained on a computerized database and can be accessed by selected employees of CaprusIT and its related entities for legitimate business reasons.

## **Employee Surveillance**

The Employee hereby agrees that CaprusIT may use various modes to ensure that the internet, email facilities and other communication systems provided by CaprusIT are used in an appropriate, decent and professional

## Caprus IT Private Limited



2nd Floor, New Mark House, Plot Nos 48 to 51 & 54 to 57 of Survey Number 78, Patrika Nagar, Madhapur, Hyderabad-500 081, Telangana, India.

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manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by the Employee. The Employee also acknowledges that he/she does not have any expectation of privacy when using CaprusIT's resources. For the avoidance of doubt, and for the limited purpose of safeguarding CaprusIT's confidential and proprietary information, CaprusIT shall have the right to monitor any personal e-mail or social media forum that may be accessible to the Employee from CaprusIT including but not limited to Gmail, Yahoo, Private Emails, Facebook, Twitter, etc. CaprusIT also reserves the right to monitor its employees using various security measures including, but not limited to closed circuit television systems.

## Retirement/Resigning

a. The retirement age of the Company is 58 years. Anytime at the time of formally resigning from service you shall serve the notice period of 60 (Sixty) days.

b. When you formally resign from the service of the Company, the Company may, at its discretion, permit you to.

i) Adjusting the leaves accumulated towards part of the notice period is only at the discretion of company and Company's decision is final.

ii) If the employee desires to leave or leaves the company during the notice period served without informing (continuous absenteeism without any information or absconding), the company shall not pay the salary for that month and for the remaining notice period admissible. Experience letters issued by the Company will reflect the same.

iii) Leaves are not allowed during notice period and any leaves taken will be treated as unpaid (loss of pay) and the notice period will get extended that many days of leaves taken.

## Group Medical & Group Personal Accident Insurance

Group medical insurance is a floater policy covering Self, Spouse and Two Dependent Children only. Parents are not covered in this group policy. The coverage value for all insured members put together is Rs. 3 Lakhs (Rupees Three Lakhs Only). No siblings are covered. Group Personal Accident coverage is for Rs. 5 Lakhs (Rupees Five Lakhs Only) and is covered only for Self.

Group Medical & Group Personal Accident insurance premium is revised every year on 31<sup>st</sup> December and **subject to change (increase or decrease), may or may not include parents and chargeable to employee on monthly basis upon revision every year, based on the company's overall policy usage.**

## Group Term Insurance

Group term insurance is a policy covering only Self. The coverage value is Six times the value of CTC. Group term insurance premium is revised every year on 27<sup>th</sup> January and subject to change (increase or decrease) based on the company's overall policy usage. Any increase or decrease in the premium has to be borne by the employee and the same will be adjusted as part of CTC. ***This will be applicable only if you have opted for it.***

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## **Termination**

a. The Company at its discretion, may terminate you from services without notice or payment in lieu thereof pursuant to enquiry, due to continuous misdemeanor, continuous unsatisfactory performance, continuous bad behavior/attitude that is affecting rest of the team in the Company, any misconduct, including but not limited to negligence of duty, failure to comply with the lawful directions of CaprusIT, habitual absence or absence without leave for more than Three (3) working days, fraud, misappropriation or dishonesty, unauthorized disclosure of confidential information of CaprusIT, breach of any statutory duty or applicable law or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of CaprusIT, unethical business conduct or breach of this Agreement or any other misconduct as may be set out in the Employee Guidelines.

b. First warning will be issued through email asking to bring change/improve in respective areas in one weeks' time from the date of email. During this one weeks' time if found guilty of doing wrong things that are against Company terms & conditions of employment or above reasons, Company will immediately terminate you then & there.

On termination of your assignment by either side, you will complete the assignment on hand, and handover all the correspondence, specifications, formulae, books, documents, etc. belonging to the company to the person taking handover or to the company, after which the relieving process will be initiated.

c. If there is continuous No Show and No Communication for three days, Company at its discretion, is bound to take action on you resulting in No Salary for the month or Termination from Employment without any notice or Both.

d. If there is continuous No Show and No Communication for three days during the notice period, your employment is terminated automatically, and No Salary will be paid for the month.

## **Past Record & Background Verification**

Your engagement with the company is subject the successful clearance of your credentials (employment, academics / others) by the company and/or a third-party verifying agency. If any declarations given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice or compensation and the company will be empowered to initiate legal proceedings against you to seek compensation & damages.

## **Protection of Interest**

If you conceive of any new or advanced methods of improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain sole right/property of the company.

## **Confidential Information**

You will not at any time without the consent of the Chief Executive Officer of the Company disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise. You will not divulge to anyone in any form, documentary or otherwise any

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information or particulars or details of any trade or business or other matters connected thereof which may come to your knowledge by reason of your being an associate of the company.

## Non-Solicitation

Associate recognizes and agrees that CAPRUS IT PRIVATE LIMITED has spent considerable amount of time, effort and money in identifying, and providing professional opportunities to all the associates. Therefore, associate under this agreement agrees that during the assignment and twenty-four months after the assignment with CAPRUS IT PRIVATE LIMITED, will not under any circumstances pursue or seek employment on full-time or a part-time basis, with the identified or Prospective clients of CAPRUS IT PRIVATE LIMITED introduced either during pre or post sales directly or indirectly through any other means. The associate also agrees to intimate HR/Group Head of any offers made by above-mentioned clients within 24 hours of such occurrence. The associate also agrees that after leaving Caprus IT Private Limited, he/she will not persuade or poach employees of Caprus IT Private Limited in no circumstances, from the date of their leaving Caprus IT. The associate agrees and approves CAPRUS IT PRIVATE LIMITED to take a legal course, in case he/she violates any of the terms mentioned herein knowingly or un-knowingly.

## Code of Conduct

This code of conduct sets out the standards of behavior expected from all of us towards our customers, our people, communities and regulators. However, no code of conduct can spell out the appropriate behavior for every situation. The company relies on each of us to make a judgment of what is right and proper in any particular situation. If we are having difficulty determining whether taking a certain action is appropriate, we should consider the following questions:

- > Does the action "feel" right?
- > Could it be justified to others in the Company?
- > Could we defend the action if it happened in the local newspaper?
- > Is the action legal?
- > Does it comply with Company standards and policies?

As we grow, we need to make sure that CaprusIT is known for the right reasons. Conducting our business with high standards of ethics and integrity is essential to building a world class reputation and reinforces our values. We all have a role to play; every one of us can make a real difference. We all have a duty to uphold these standards and to act at all times with integrity and honesty.

If you have any questions that are not answered in this annexure, please contact us directly.

## Declaration:

**I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I therefore, hereby adhere and agree to all the terms and conditions of employment laid out herein this Annexure of the offer letter and those that get amended from time to time as part of Company policies and I affix my signature to signify my acceptance.**

Ms. Pandaraboyina Anitha

Date:

Ref: CIT\_HYD\_HRA\_126

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**18-06-2023**

**To,  
Parisa Tejo Vyshnavi  
Hyderabad**

**Dear Parisa Tejo Vyshnavi,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10142189**.

### **1. Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **15-06-2023** and your place of posting is **Hyderabad**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### **2. Compensation**

Your consolidated compensation per annum on Cost to Company basis is **INR 240000 (Two lakh forty thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 16000/-
2. CTC per month - 4th month onwards - Rs. 20000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.12000/-
4. Total CTC per annum - Rs. 240000/-

"Accepted By"

Parisa Tejo Vyshnavi  
18-06-2023  
07:30:10

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

### **3. Probation**

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will be deemed to be in probation until issuance of confirmation letter.

### **4. Hours of Work**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Parisa Tejo Vyshnavi  
18-06-2023  
07:06:10

**5. Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

**6. Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Parisa Tejo Vyshnavi

18-06-2023

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**7. Background Verification**

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

**8. Termination of Employment**

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Parisa Tejo Vyshnavi

18-06-2023

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f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:

- i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
- ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.

h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Parisa Tejo Vyshnavi  
18-06-2023  
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**9. Performance Adherence**

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

**10. Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

**11. Period of Employment**

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

**12. Business Continuity**

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

**13. "My JD" Mobile Application**

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Parisa Tejo Vyshnavi  
18-06-2023  
07:06:10

## 14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

### Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.

In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,

For Just Dial Limited

"Accepted By"



Mudra Rastogi

Regional Head - Human Resources

Parisa Tejo Vyshnavi

18-06-2023

07:06:10

Annexure:-

Just Dial Ltd. - Compensation Package

Employee Name Parisa Tejo Vyshnavi Department Sales		
Designation Tejo Marketing Executive Effective Date 15-06-2023 CTC (in INR) 240000/- per annum		
(First 3 months)		
<b>Fixed Components</b>		
Basic 11775		Monthly
House Rent Allowance (HRA) 1403		(4th Month onwards)
Customer Handling Allowance 0		
Conveyance Allowance 0		11775
<b>Salary (C1) 13178</b>		<b>527</b>
<b>Statutory Components</b>		
Employer PF Contribution 1413		0
Employer ESIC Contribution 428		<b>17052</b>
<b>Benefit's (C2) 1841</b>		
<b>Reimbursements</b>		1413
Sodexo U		554
Conveyance Reimbursement U		<b>1967</b>
Fuel Reimbursement U		0
Reimbursements (C3) U		0
Statutory Bonus 981		0
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a) 15000</b>		<b>0</b>
<b>Deductions</b>		
Employee PF Contribution 1413		<b>981</b>
Employee ESIC Contribution 99		<b>20000</b>
<b>Total Deductions (b) 1512</b>		1413
<b>*Net Take Home (a - b - C2) 12647</b>		128
<b>***Overall CTC</b>		<b>1541</b>
		<b>16492</b>

\* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited

  
Mudra Rastogi  
Regional Head - Human Resources

"Accepted By"

Parisa Tejo Vyshnavi  
18-06-2023  
07:06:10



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223974398/Hyderabad**  
**Date: 24/11/2022**

Dear Penugonda Hyndhavi,

**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 **Infrastructure Services (IS)** 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 &

**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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 31 11 Email: [careers@tcs.com](mailto: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.

## **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



## **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 `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCS Careers Serviceline: 1800 209 31 11 Email: careers@tcs.com





## 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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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

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

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### **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 unauthorizedly 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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **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 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)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*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**

A handwritten signature in black ink, appearing to read 'Girish V. Nandimath'.

**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

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Penugonda Hyndhavi</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Bapatia Womens Engineering College</b>

**Table 1: Compensation Details (All Components in INR)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure

### 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 filling 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.

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**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(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.

**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](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

VES/OFFER/0089

12<sup>th</sup> June, 2023

Dear Ms. Prasadam Iswarya,

Offer Letter from Vihanga EmbedSoft, Bangalore

1. We refer to the Written test and Technical discussions held today for an open position at Vihanga EmbedSoft, Bangalore. Based on your performance in the Technical interview, we are pleased to intimate that you have been selected for the position of "Software Test Engineer". The Terms & Conditions of the offer are enclosed with this offer letter.
2. We welcome you to the family of Vihanga EmbedSoft and look forward to a mutually beneficial association. To help Vihanga EmbedSoft meet its accelerated growth plan, we would appreciate your In-Person joining on 19<sup>th</sup> June, 2023 @ 9:30am.
3. You are requested to provide the following documents on the joining date:
  - i. Salary & Relieving certificate from the last employers(if applicable).
  - ii. All academic certificates & mark sheet from Class X to Highest educational qualification declared by you
  - iii. Name and address of two references (not a relative)
  - iv. latest passport size photograph
  - v. One Photocopy of your PAN Card
  - vi. One photocopy of Passport or Aadhar card as address and ID proof.
  - vii. Your Bank details with a cancelled check/Bank Passbook.
  - viii. Signed Offer Letter
4. If you require any clarification, please do not hesitate to contact us or call us.
5. You are requested to acknowledge this offer letter and send us an acceptance of the offer on or before 15<sup>nd</sup> June, 2023.

Yours faithfully

*K.P. Sreeram*

Sreeram Kristipati  
Managing Partner



Enclosure to VES/OFFER/0084 dated 12<sup>th</sup> June 2023

**Offer - Terms & Conditions – Ms. Prasadam Iswarva**

1. **Date of Appointment and Designation:** Your appointment will be effective from your Date of Joining. You are designated as “Software Test Engineer”
2. **Salary :** The salary split during and On successful completion of the Orientation is as follows:
  - i) **During Orientation:** A stipend of Rs. 12,000 per month & no other perks are applicable.
  - ii) **Post Orientation:** Major salary components (CTC) will comprise of
    - a. Consolidated Salary will be Rs. 22,600.00 per month.
    - b. Performance Bonus of Rs 24000.00 (maximum) will be paid on completion of Twelve Months at Vihanga EmbedSoft.
    - c. Vihanga EmbedSoft will provide an individual Insurance cover, leave Encashment.
    - d. PF & Gratuity contribution from Vihanga EmbedSoft as per statutory requirement

Sl.No.	Salary Component	Emoluments
<b>A. Monthly Pay and Allowances</b>		
1	Basic Pay	11,300
2	House Rent Allowance	4,520
6	Special Allowance	6,780
	<b>Total</b>	<b>22,600</b>
<b>B. Monthly Deductions</b>		
1	PF Contribution by Employee	NA
2	Professional Tax	200
3	TDS ( if applicable)	--
	<b>Total Deductions</b>	<b>200</b>
	<b>Total Monthly Pay &amp; Allowances (A-B)</b>	<b>22,400</b>
<b>C. Additional Monthly Pay (pro rata)</b>		
1	PF Contribution by Vihanga EmbedSoft	NA
2	Premium contribution by Vihanga EmbedSoft for health Insurance	400
3	Annual Leave Encashment (Monthly Pro rata)	870
4	Annual Performance Bonus (Monthly Pro rata )	2,000
5	Gratuity (Monthly Pro rata )	544
	<b>Total of Additional Monthly Pay</b>	<b>3,814</b>
	<b>D. Grand Total - Monthly Pay (A + C)</b>	<b>26,414</b>
	<b>E. Gross Annual Income (CTC)</b>	<b>3,16,968</b>

3. **Orientation Duration:** The duration of the Orientation is for 4 Months. During this period, you are expected to undergo training in Vihanga EmbedSoft Premises.



4. **Place of work:** The place of work will be as far as possible in Bangalore, through Vihanga EmbedSoft. However, you should be prepared to work anywhere in India, if the company so directs you on account of emergencies of work.
5. **Responsibility:** You will be responsible for Software Development and Verification activities. Depending on Customer's and Project requirements, the responsibilities will be defined / modified.
6. **Reporting:** You will be reporting to the Managing Partner of Vihanga EmbedSoft. When deputed to Customer site, you will be responsible to the respective Project Manager for your work deliverables and Quality.
7. **Working Days & Hours**
  - a) Normally Vihanga EmbedSoft works for 6 Working days. However, when deputed at customers place, you are expected to work as per customer working hours/days/Project demand.
  - b) Your working hours will be defined by the project needs. You may however, be required to work additional hours if and when required for fulfillment of your responsibility
8. **Leave:** Leave shall be availed on prior approval except in emergencies where you shall intimate in advance. During the first Four months from date of joining, you will not be entitled to any paid leave. On completion of Fourth month, you will be eligible for One Day paid leave after completion of each calendar month. However, at any point in time you will be allowed to avail maximum of two consecutive working days leave.
9. **Exclusivity:** Your position is a full-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work on any other capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not seek employment with the Customer where you have been deputed by Vihanga EmbedSoft.
10. **Background Check:**
  - a) The Company shall, at its discretion, will conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time.
  - b) If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to be removed from service without any notice.
11. **Dress Code:** You are required to be dressed in Business Formals.
12. **Employee's Non-Disclosure Agreement:** You will have to execute the employee's non-disclosure agreement as stipulated by the company at the time of joining on duty.
12. **Separation from Vihanga EmbedSoft:** We seek your continued association as a long term employee. However, for reasons beyond control, you may seek separation from the company. Since Vihanga EmbedSoft continually will invest in your growth, it is important that the separation process is managed professionally. You will be required to give a minimum Sixty Days (60) notice in writing. During this period you shall complete all activities in a most professional manner.



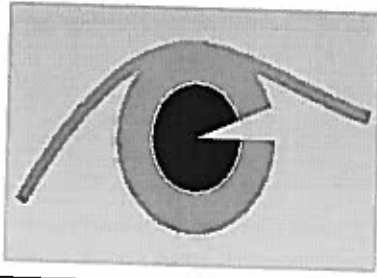
13. **Termination:** In the event of any misconduct on your part or breach of your terms of employment the company holds right to terminate forthwith without notice and is not bound to give any reason thereof. The employment may also be terminated by the Company without notice for cause including but not limited to failure to perform duties, willful dishonesty, fraud, disobedience, poor performance, disorderly behavior, negligence, indiscipline, unauthorized absence from duty, conviction by any court of law, etc.
14. **Voluntary Abandonment:** Should you not report to duty for more than Two consecutive days without prior approval of leave from your superior, it will be construed that you have voluntarily abandoned the services of the company. Company will not issue relieving letter unless and until satisfied about the reasons. You will also be required to pay damages caused to the business due to the discontinuity in the form of minimum 120 days full pay and allowances.
15. **Handing Over on Separation / Termination:** On termination of this employment contract, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings affects or records etc belonging to the company or relating to its business and shall not make or retain any copies of these items. The above terms and conditions are subject to company policy.

Please sign and return a copy of this letter as token of your acceptance.

I accept the above terms and conditions.

Name:

Date :



## **GREENMED TECHNOLOGIES**

**Plot #1136, 2<sup>nd</sup> Floor,  
16<sup>th</sup> Avenue, Ashok Nagar,  
Chennai-600083.**

**E-mail: [contact@greenmed.in](mailto:contact@greenmed.in)  
GSTIN-33BWIPA6933R1Z3**

09/05/2023

**PULIPATI RAMYA VANI**

**Bapatla Women's Engineering College**

**Srinivasa Nagar, Near Indian Overseas Bank, Bapatla, 522101.**

Dear Ms. Ramya Vani,

**WHOMSOEVER IT MAY CONCERN**

We are pleased to offer you an Job at **GREENMED TECHNOLOGIES**. We are delighted to offer you the position of **ELECTRONICS ENGINEER**. Your starting date will be 15/05/2023. Your CTC will be 3-7 LPA depends on training performance.

We feel confident that you will contribute your skill and gain experience to the growth of our organisation.

We look forward to hearing back from you to accept this position.

Sincerely,

**Greenmed Technology**

Designation

Signature



**18-06-2023**

**To,  
Kola Supraja  
Hyderabad**

**Dear Kola Supraja ,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10142186**.

### **1. Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **15-06-2023** and your place of posting is **Hyderabad**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### **2. Compensation**

Your consolidated compensation per annum on Cost to Company basis is **INR 240000 (Two lakh forty thousand only)**, which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

The details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 16000/-
2. CTC per month - 4th month onwards - Rs. 20000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.12000/-
4. Total CTC per annum - Rs. 240000/-

"Accepted By"

Kola Supraja  
18-06-2023  
07:06:10



**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Further details are given in the **Annexure**.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

### 3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

### 4. Hours of Work

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

"Accepted By"

Kola Supraja  
18-06-2023  
07:06:10

**5. Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

**6. Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

"Accepted By"

Kola Supraja  
18-06-2023  
07:06:10

## 7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

## 8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.

"Accepted By"

Kola Supraja  
18-06-2023  
07:06:10

- f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:
- i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
  - ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
  - iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.
- h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

"Accepted By"

Kola Supraja  
18-06-2023  
07:06:10

**9. Performance Adherence**

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis, Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

**10. Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

**11. Period of Employment**

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

**12. Business Continuity**

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

**13. "My JD" Mobile Application**

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.

"Accepted By"

Kola Supraja  
18-06-2023  
07:06:10

## 14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

### Please note-

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment.  
In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,  
For Just Dial Limited

"Accepted By"



Mudra Rastogi  
Regional Head - Human Resources

Kola Supraja  
18-06-2023  
07:06:10

Annexure:-


**Just Dial Ltd. - Compensation Package**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name Kola Supraja Department Sales		
Designation Tele marketing Executive Effective Date 15-06-2023 CTC (in INR) 240000/- per annum		
(First 3 months)		
<b>Fixed Components</b>		
Basic 11775		Monthly
House Rent Allowance (HRA) 1403		(4th Month onwards)
Customer Handling Allowance 0		
Conveyance Allowance 0		11775
<b>Salary (C1) 13178</b>		<b>5277</b>
<b>Statutory Components</b>		<b>0</b>
Employer PF Contribution 1413		0
Employer ESIC Contribution 428		17052
<b>Benefit's (C2) 1841</b>		
<b>Reimbursements</b>		<b>1413</b>
Sodexo 0		554
Conveyance Reimbursement 0		1967
Fuel Reimbursement 0		0
<b>Reimbursements (c3) 0</b>		<b>0</b>
<b>Statutory Bonus 981</b>		<b>0</b>
<b>ETC (Total C1 + C2 + C3 + Statutory Bonus) (a) 15000</b>		<b>0</b>
<b>Deductions</b>		<b>981</b>
Employee PF Contribution 1413		20000
Employee ESIC Contribution 99		
<b>Total Deductions (b) 1512</b>		<b>1413</b>
<b>*Net Take Home (a - b - C2) 12647</b>		<b>128</b>
<b>***Overall CTC</b>		<b>1541</b>
		<b>16492</b>

\* Net Take Home is subject to Applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited

"Accepted By"

  
Mudra Rastogi  
Regional Head - Human Resources

Kola Supraja  
18-06-2023  
07:06:10

## Letter of Appointment

Date: 07<sup>th</sup> October, 2022

Dear Kundeti Hima Bindhu,

Greetings from the Innovative and Dynamic team of TalentPace and welcome aboard.

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you an appointment as "Software Engineer" on the following terms and conditions:

### JOINING DATE

You have to report to our Bengaluru office on or before **17<sup>th</sup> July, 2023** by 9:10 AM.

### SALARY

Your CTC is Rs. 1,50,000/- per annum as per the attached "Annexure-A" for probation period and after probation period your CTC will be revised to Rs. 3,00,000/- per annum as per the attached "Annexure-B".

### LEAVE

You will be entitled to take leave as per the provisions of company's policy.

### TRANSFER

Your service is liable to be transferred to any place in India or abroad as per the company's need & policy.

### WORKING HOURS

Your working hours will be as per the organization requirement which will be in force from time to time.

### PROBATION

- a) You shall be on probation for a period of 6 months.
- b) During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof.
- c) The management also reserves the right to extend the probation period if your performance is not satisfactory.
- d) After successful completion of probation, if your performance is satisfactory, your appointment shall be confirmed, in writing, by the management.

### NOMINATION OF LEGAL HEIRS

Please fill and return the enclosed Provident Fund forms and Nomination form. In case of any change in the nomination due to changes in circumstances or any other reasons, you should inform the same to the company immediately.



## **SERVICE CONDITIONS**

- a) You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity upto the satisfaction of the project expectations as defined in the KRA and assessed periodically
- b) We shall be the sole arbitrator of the assessment to be made of your working efficiency utility or loyalty to the company while taking a decision to give you an increment or promotion to higher grade or terminating your services.
- c) You will retire from the company's services on reaching the age of 58 years.
- d) Your services are liable to be transferred from one establishment, department or division of the company to the other anywhere in India, at the discretion of the Management.
- e) You will be required to undergo medical examination during your tenure with the company. Your continuance in employment would depend on your remaining medically fit.
- f) You are to keep and render a faithful account of all properties and business secrets of the company entrusted to you in the course of your employment, and shall not disclose to anybody at any time, during your services or even after you leave the services of the company.
- g) You will be required to sign a NDA specific to the project in which you are working in the interest of the company
- h) During the course of your employment with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees.
- i) You shall communicate to the Management any change in your residential address, local and permanent.
- j) The company shall be entitled to terminate your services without notice on any of the following grounds :
  - a) You are convicted of a criminal offence by a competent Court of Law / Authority;
  - b) You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization;
  - c) If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
  - d) If you are declared medically unfit by the medical practitioner appointed by the Company.
- k) If you leave the organization within one year from the date of joining, you are liable to pay the cost of the trainings and certifications spent by the company.
- l) You will abide by the rules & regulations of the company/establishment which are in force for the time being and / or which may be framed from time to time.
- m) Any dispute arising out of this employment shall be referred to the legal jurisdiction of Bangalore courts only.

**PERIOD OF NOTICE**

After confirmation, your services are terminable without assigning any reason, by giving 3 month's notice in writing. The management reserves the right to shorten the notice period by paying the prorated amount for the balance period of the set 3 months. In the event of you decide to resign from the company, you have to serve notice for a period of 3 months. However, the company has the right to decide on the time/period of relieving depending upon the exigencies of the project / assignment.

Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token of your acceptance for the terms and conditions mentioned herein. We welcome you on board and wish you all the very best in your new assignment.

Sincerely Yours,  
**For TALENTPACE PVT. LTD.**



**Ms. Neetisha Sharma**

**HR Manager**

**Annexure-A**

<b>Salary Structure</b>		
<b>Salary Components</b>	<b>Per Month in Rs.</b>	<b>Per Annum in Rs.</b>
<b>Gross Salary - A:</b>		
Basic	4,000.00	48,000.00
HRA	2,000.00	24,000.00
Conveyance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	2,121.00	25,452.00
<b>Total</b>	<b>10,971.00</b>	<b>1,31,652.00</b>
<b>Employee Benefits</b>		
PF(Employer Contribution)	480.00	5,760.00
ESI(Employer Contribution)	357.00	4,284.00
Gratuity	192.00	2,304.00
Health Insurance	500.00	6,000.00
<b>Total Benefits</b>	<b>1,529.00</b>	<b>18,348.00</b>
<b>Total CTC</b>	<b>12,500.00</b>	<b>1,50,000.00</b>

**Annexure-B**

<b>Salary Structure – After Probation</b>		
<b>Salary Components</b>	<b>Per Month in Rs.</b>	<b>Per Annum in Rs.</b>
<b><u>Gross Salary - A:</u></b>		
Basic	4,000.00	48,000.00
HRA	2,000.00	24,000.00
Conveyance	1600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	14,980.00	1,79,760.00
<b>Total</b>	<b>23,830.00</b>	<b>2,85,960.00</b>
<b><u>Employee Benefits</u></b>		
PF(Employer Contribution)	480.00	5,760.00
Health Insurance	500.00	6,000.00
Gratuity	192.00	2,304.00
<b>Total Benefits</b>	<b>1172.00</b>	<b>14,064.00</b>
<b>Total CTC</b>	<b>25,002.00</b>	<b>3,00,024.00</b>

**DECLARATION**

I have carefully read the above terms and conditions and that they are acceptable to me in full.

Name: **Kundeti Hima Bindhu**

Signature& Date: \_\_\_\_\_



**OFFER LETTER**

**Date: 02/12/2023**

**Dear Yannam Priyanka,**

**We would like to offer you the position -Business Associate in our Company, Stars Management.**

**Congratulations...! Your date of joining is – 11/12/2023, 9.20am.**

**You are required to begin your career graph in the company from Level 1, as the Business Associate and over the period of time you will be trained in different functional areas to handle various responsibilities within the company, namely Sales/ Advertising & Branding/ Marketing, Revenue Generation:**

**SALARY-training period (90 days) 13k to 30k salary per month and its based upon performance (13k fixed salary per month + incentive), the salary hike of a candidate after the training period will be 15k to 40k based on the performance (15k fixed salary per month + incentive).**

**There will be level by level learning and promotion**

**Stage 1-Business Associate (13k to 30k)**

**Stage 2 - HRD Trainer (13k to 40k)**

**Stage 3 -Team Leader (18k to 40k)**

**Stage 4 - Assistant Owner (25k to 60k)**

**Stage 5 - SBU Head (35k to 1.5L)**

**When you get a level by level promotions salary will be increased based on your promotions. Starting salary will be fixed based on your performance.**

**Your require to Submit the following documents and collect your Appointment Letter from us at the earliest**

- 1. 3 PP size photographs**
- 2. 1 Photostat copies of Pan Card**
- 3. Latest copy of updated CV/ Bio-data**
- 4. 1 Photostat copy of the certificate (any one semester exam )**
- 5. 1 Photostat copies of Address Proof**
- 6. 1 Photostat copies of bank pass-book**

**Only on submission of the same, you will be considered as Associate with the company. We would like to extend our warm welcome to you and are glad to have you as a part of the company. Hope to see you grow and reach the next level with great zeal and enthusiasm.**

**ALL THE BEST....!**

**Managing Director.**

**V.Sakthi Krishnan**



# 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 Progressing to Higher Education in the Academic Year 2022-23

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	Ganta Preethi	CSE	2023	Wilmington University New Castle	MS
2	Goduguluri Jhansi	CSE	2023	University of Bridgeport	MS
3	Janga Reena Smile	CSE	2023	George Mason University	MS
4	Kommana Swathi	CSE	2023	University of Southern Mississippi	MS
5	Maddirala Nandupriya	CSE	2023	University of North Texas	MS
6	Reddybathula Jyothika Reddy	CSE	2023	Saint Louis University	MS
7	Alapati Jaya Supriya	CSE	2023	SRM University - AP	M.Tech
8	Gulla Pavani	ECE	2023	Sacred Heart University	MS
9	Ikkurthi Tanuja	ECE	2023	University of North Texas	MS
10	Patcha Gayathri	ECE	2023	University of North Texas	MS
11	Yamini Koduri	ECE	2023	Sacred Heart University	MS
12	Chappidi Venkata Kalyani	ECE	2023	Pace University	MS
13	Gutta Lahari	ECE	2023	University of Bridgeport	MS
14	Konatham Ysaswini	ECE	2023	Jawaharlal Nehru Technology University, Kakinada	M.Tech
15	Pamidi Navya	ECE	2023	Jawaharlal Nehru Technology University, Kakinada	M.Tech
16	Tummalapalli Veera Venkata Jayasri	ECE	2023	Jawaharlal Nehru Technology University, Kakinada	M.Tech

  
Training & Placement Officer



Principal

  
PRINCIPAL

BAPATLA WOMEN'S ENGINEERING COLLEGE  
BAPATLA



WILMINGTON  
UNIVERSITY

July 31, 2023

Ganta, Preethi

WilmU Student ID # W00383965

Congratulations! I am pleased to inform you that you've been accepted to Wilmington University. We aspire to provide a rewarding and successful educational experience and look forward to welcoming you.

You're about to be a member of our University student body, a group of talented and diverse people who share a goal of earning a degree that fits individual lifestyles and budgets. We are committed to your success and believe you will significantly contribute to our unique culture and rigorous learning environment.

Your transfer acceptance form is enclosed. If you are transferring your SEVIS record from another university, you will need to sign and date the transfer request section and send it to the DSO at your previous school. *This acceptance letter alone will not facilitate the transfer of your records, so your attention to this matter is essential.*

We cover F-1 student visa requirements in depth during orientation and we want you to start your academic journey properly, so attendance is critical.

This acceptance is based on the condition you complete any ESL courses that may have been pre-assigned to you based on your submitted test scores. Please check [Wilmington University's ESL policy](#) to learn more about challenging your placement. You are exempt from ESL courses.

The next step is to set up your student account. If you cannot do so in the next three days, please respond to this email, and we will happily assist you.

Again, congratulations and welcome to Wilmington University!

  
Jesse Orlando, M.A., DSO

International Admissions, Manager

INTERNATIONAL AFFAIRS  
320 North DuPont Highway, New Castle, DE 19720-6491



**WILMINGTON**  
**UNIVERSITY**

July 31, 2023

**RE: Ganta, Preethi**  
**SEVIS ID N0034377012**

To Whom It May Concern,

This student has applied for admission and was accepted at Wilmington University for the Fall 2023 term with a program start date of July 29<sup>th</sup>, 2023 and initial start date of August 28, 2023.

If you have questions, please contact International Admissions at 877-967-5464 or email:  
[international@wilmu.edu](mailto:international@wilmu.edu)

Please transfer SEVIS record to Wilmington University no later than September 04<sup>th</sup>, 2023.

SEVIS school code: PHI214F00138000

Please do not release records in Terminated or Completed status without confirmation from a Wilmington University DSO.

Sincerely,

Jesse Orlando, M.A., DSO  
International Admissions, Manager

---

**F-1 Transfer Request**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNATIONAL AFFAIRS  
320 North DuPont Highway, New Castle, DE 19720-6491





# Expedite Your I-20 Issuance!

Dear Jhansi Goduguluri,

Congratulations on your acceptance to the Computer Science (M.S.) program at University of Bridgeport for the Fall 2023 semester. Our team is working diligently to process these applications in a timely manner because we recognize many embassies still have limited visa interview appointments for students.



THE UNIVERSITY OF  
**SOUTHERN MISSISSIPPI**

GRADUATE SCHOOL

118 College Drive #5024  
Hattiesburg, MS 39406-0001  
601.266.4369

March 23, 2023

Ms. Swathi Kommana  
D No:19-47-3,Boyinavari Palem,Chirala Mdl  
Prakasam, Andhra Pradesh 523166  
India

**Student ID: 10174641**

Dear Swathi,

Congratulations! After review of your application, the faculty in The School of Computing Sciences and Computer Engineering have offered you admissions to Computer Science MS for the Fall 2023 semester. Certain programs may allow admitted students to defer their admissions up to one year. Consult the coordinator of your program to learn more. You may accept, decline, or request to defer your offer of admissions by completing the Decision Reply form on your application status portal.

All new graduate students are required to complete an online orientation module. You will receive additional information regarding the course after the first day of class.

In the upcoming days, you will be receiving additional information regarding your next steps, including information regarding your student email account and password activation. Please be sure to check your email regularly. In the meantime, if you need additional assistance, please feel free to contact the Graduate School at [graduateschool@usm.edu](mailto:graduateschool@usm.edu) with any questions.

Again, congratulations and welcome to The University of Southern Mississippi!

Sincerely,

Karen S. Coats, Ph.D.  
Dean of Graduate School  
The University of Southern Mississippi

 An Image

**Student Name:** Maddirala Nandu Priya  
**Student Id:** 11719979  
**Semester:** 2023 Fall  
**Tuition:** Foreign Non Resident  
**Major (Program/Plan):** CSCI-MS

April 14, 2023

Dear Mr. Nandu Priya,

Congratulations! You have been admitted to the Computer Science program. The University of North Texas provides an exciting place to pursue your graduate education, and we are committed to your success. At UNT you will find the education and support you need to realize your goals and expand your horizons.

You are now eligible to register during your upcoming enrollment period. Please visit your student portal at [my.unt.edu](https://my.unt.edu) for important information about enrollment dates, registration and class schedules.

**F-1, F-2, and J-1 International students must confirm enrollment requirements based on their visa type, and must complete their immigration document check in with the ISSS office after arrival in the U.S. For questions about enrollment requirements based on your student immigration status, please visit [international.unt.edu/immigration](https://international.unt.edu/immigration).**

I look forward to having you as a graduate student at UNT, as you join the excitement of discovering real solutions, creating new opportunities and making a difference in the world. At UNT, we expect you to pursue academic excellence in a rigorous, yet caring environment. The Graduate Student Support Services, including the Graduate Student Success Manual, are designed to provide a wealth of information to facilitate your smooth and successful transition to UNT. Please contact us if you have any questions about making the most of your graduate education.

Sincerely,

**Michael Sanders**

Michael Sanders, M.Ed  
Associate Vice President of Enrollment

**Victor Prybutok**

Dr. Victor Prybutok,  
Vice Provost for Graduate Education and  
Dean of the Toulouse Graduate School

 An Image

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**SAINT LOUIS  
UNIVERSITY**

Saint Louis University  
Global Graduate Programs  
Du Bourg Hall  
One North Grand Blvd  
St. Louis, MO 63103  
globalgrad@slu.edu

---

16-610 1/3, Vali Bazaru ,  
Piduguralla  
Palnadu - 522413  
India

7 March, 2023

Reference ID: App ID-4851540

Dear Jyothika Reddy Reddybathula,

Congratulations!

We are pleased to inform you that you have been admitted to the **Master of Science in Information Systems (On-Campus)** program at Saint Louis University for the **Fall 2023** term.

Please refer to the forthcoming letter which will share information regarding the next action steps and any other conditions related to your admission, pending documents, visa information, scholarships, and on-campus jobs.

Saint Louis University is committed to providing you with an education that is both challenging and rewarding to prepare you for your chosen career. We are confident you will find this journey to be an enriching and truly transformative experience.

Congratulations again on your admission to the **Master of Science in Information Systems (On-Campus)** program. We welcome you to the Saint Louis University community.

Best Wishes,

Eric S. Ambrecht, PhD, MS  
Associate Provost, Graduate Programs  
Professor, School of Medicine

Reference ID: App ID-4851540



(Ref :SRMAP/DA/2023/230200562)

Allotted Date : 10-06-2023

## **Provisional Admission Letter**

Name of the Student : ALAPATI JAYA SUPRIYA  
Name of the Parent / Guardian : ALAPATI SRINIVASA RAO  
Academic Year : 2023-2024  
Program & Branch / Specialization : M.Tech. in ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING  
Campus : SRM University - AP  
Student Id : 15210  
Application Number : 230200562

Scholarship: 100% Tuition waiver is given as scholarship to all students admitted into the programme along with Rs.6000/- monthly stipend on meeting the eligibility criteria.

The admission offer is provisional at this point and is subjected to meeting the basic eligibility criteria of the programme (refer the Terms and Conditions for details) and submitting all your final documents and scores to the University on or before the Registration/Enrolment Day.

### **Instructions to the student:**

1. To confirm the provisional admission, Rs. 10,000 towards Admission Fees needs to be paid on or before 30-May-2023.
2. This provisional admission letter is valid if stipulated fee is paid before the deadline mentioned. In case of late payment, admission would be subjected to discretion of admission committee and seat availability.
3. Important Terms & Conditions are mentioned on reverse of the letter.

**Date of Reporting :** Will be informed later as per the university academic calendar.

**Director - Admissions**



**Terms and Conditions:**

Your Provisional Admission Letter will stand automatically cancelled under any one or all the following conditions:

- a) If the student does not meet the following eligibility criteria.

**Eligibility Criteria:**

• A minimum aggregate score of 60% or equivalent grade point in Class X, Class XII and applicable/relevant UG Degree

• Students who are appearing for their Undergraduate Degree final examinations in the current academic year are also eligible to apply, however, admission is confirmed based on meeting the minimum aggregate score of 60% or equivalent grade point.

b) Relevant Undergraduate Degree

• CSE (M Tech in AI & ML, M Tech in Data Science, M.Tech in Cyber Security) -BE/B Tech in CSE/IT/SWE (or) M Sc (CSE/IT) or MCA.

• ECE (M Tech in IOT, M Tech in VLSI) - BE/B Tech in Electronic Engineering Branches such as ECE, EEE, EIE.

• Mechanical Engineering (M Tech in Materials and Manufacturing Engineering, M.Tech in Thermal Engineering) - BE/B Tech in Mechanical, Manufacturing, Metallurgy, and Production Engineering

- c) If the student fails to report the University on the stipulated date of reporting.

- d) If the student fails to submit all the required original documents for verification at the time of admission/enrollment

- e) If at any point of time during or after the admission, the eligibility, the validity of entrance exam score (if any) and other document submitted by the candidate is questioned by any appropriate authority of the University or Statutory Bodies or the Court of Law, admission is automatically forfeited. Under such circumstances the University shall not be made liable for any loss or damages whatsoever.

- f) If the student fails to submit students/parents/guardians bank details for the refund of money by university incase student is found ineligible.

**Withdrawal of Admission and Refund Policy:** The Candidate is advised to refer to the University website [www.srmap.edu.in](http://www.srmap.edu.in) about the refund policy. The policy might be updated in accordance with UGC Regulations as and when applicable.

**Scholarship Rules:** All scholarships in different categories are awarded at the time of admission. The scholarships are valid for the 1st year. To continue the scholarship for subsequent years, the student needs to maintain a minimum of 8.0 CGPA without standing arrear(s) and 80% attendance, subject to the approval by the Competent Authority.

Any dispute with regard to admission, eligibility, fee, refund, etc., shall be within the legal jurisdiction of Vijayawada Only.

**Acknowledgement**

I hereby agree and abide by the above Terms and Conditions of SRM UNIVERSITY - AP.

Name of the Student & Signature	Name of the Parent/Guardian & Signature
Mobile No. :	Mobile No. :



# Sacred Heart UNIVERSITY

INTERNATIONAL ADMISSIONS

April 20, 2023

Dear Pavani Gulla,

**Congratulations!** The Admissions Committee for the Graduate Program in MS in Computer Science & IT - IT Track program has completed its review of your academic credentials. Based on these assessments and the conclusions of the Committee, I am pleased to offer you admission to the Sacred Heart University class entering in the Fall 2023 term.

Your student ID is 0936303. Please keep this for your records.

Your admission status is: **Admit**

Any pre-requisite coursework or conditions of your acceptance, if required, is specified here:

The competition for admission was particularly rigorous this year. We were impressed by your academic achievements and believe strongly in your potential for continued success. A mandatory orientation is scheduled approximately one week prior to the start of your program. Please pay close attention to your email address on file ([pavanichowdarygulla1@gmail.com](mailto:pavanichowdarygulla1@gmail.com)) as you will be receiving several detailed emails explaining the costs of your program, important dates to remember, an explanation of conditions of your acceptance (if any), and detailed next steps to receive your I-20. Briefly, your next steps include:

1. Pay your enrollment deposit (this is required to issue the I-20)
2. Have your I-20 emailed/shipped from Sacred Heart University
3. Schedule and prepare for your visa interview
4. Secure your visa
5. Prepare your health immunization records
6. Register for classes
7. Register for orientation
8. Book travel to Sacred Heart University

Sacred Heart University holds students to the highest level of academic integrity, and conducts regular audits of academic documents (such as transcripts, exam scores, etc.). If any documents are found to have been falsified or altered in any way, your acceptance will be automatically terminated and you may be reported to US immigration officials.

As a graduate student at Sacred Heart University, you will be subject to all academic standards and regulations and to the program guidelines in effect for the semester applicable at the time of this acceptance. Furthermore, as an international student, and in accordance with Immigration and Customs Enforcement (ICE) regulations, you are required to maintain continuous, full-time enrollment. Failure to do so may invalidate your student status here at Sacred Heart University, your legality as a visitor to the United States, and consequently subject you to the appropriate ICE repatriation laws. Please refer to our official Graduate Catalog for the complete policy governing full-time status for international students. Please note, that it is a requirement of Sacred Heart University that all graduate students maintain a minimum cumulative GPA of 3.0.

Finally, please accept my congratulations on your successful application. You are about to embark on an exciting, challenging and rewarding professional educational experience. We look forward to welcoming you to the Sacred Heart University campus community and to our graduate program.

With warm wishes,

A handwritten signature in cursive script that reads 'Cori Nevers'.

Cori Nevers  
Executive Director of International Admissions  
[neversc@sacredheart.edu](mailto:neversc@sacredheart.edu)



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## Welcome to the University of North Texas!

1 message

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<gradadmission@unt.edu>  
Reply to: gradadmission@unt.edu  
To: ikkurthitanuja41@gmail.com

Tue, 28 Mar, 2023 at 12:36 am

 An Image

**Student Name:** Tanuja Ikkurthi

**Student Id:** 11710786

**Semester:** 2023 Fall

**Tuition:** Foreign Non Resident

**Major (Program/Plan):** CSCI-MS

March 27, 2023

Dear Ms. Ikkurthi,

Congratulations! You have been admitted to the Computer Science program. The University of North Texas provides an exciting place to pursue your graduate education, and we are committed to your success. At UNT you will find the education and support you need to realize your goals and expand your horizons.

You are now eligible to register during your upcoming enrollment period. Please visit your student portal at [my.unt.edu](http://my.unt.edu) for important information about enrollment dates, registration and class schedules.

**F-1, F-2, and J-1 International students must confirm enrollment requirements based on their visa type, and must complete their immigration document check in with the ISSS office after arrival in the U.S. For questions about enrollment requirements based on your student immigration status, please visit [international.unt.edu/immigration](http://international.unt.edu/immigration).**

I look forward to having you as a graduate student at UNT, as you join the excitement of discovering real solutions, creating new opportunities and making a difference in the world. At UNT, we expect you to pursue academic excellence in a rigorous, yet caring environment. The Graduate Student Support Services, including the Graduate Student Success Manual, are designed to provide a wealth of information to facilitate your smooth and successful transition to UNT. Please contact us if you have any questions about making the most of your graduate education.

Sincerely,



**Michael Sanders**

**Michael Sanders, M.Ed**

**Associate Vice President of Enrollment**

**Victor Prybutok**

**Dr. Victor Prybutok,**

**Vice Provost for Graduate Education and**

**Dean of the Toulouse Graduate School**

 **An Image**

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Northeastern University  
College of Engineering

Dear Gayathri,

Congratulations again on your acceptance to Northeastern University's Master of Science in Information Systems program in the College of Engineering. We believe you're an excellent fit for this program and we are delighted to be working with you to help you reach your goals. To aid you in your endeavors, we are pleased to offer you a Tuition Scholarship.

Scholarships are highly competitive awards offered to our most promising candidates. The committee selected you as a recipient in recognition of your impressive academic and personal achievements and your potential to leverage your degree to create a difference in the world. This award offers tuition scholarship funding which will cover 35% of your total program tuition costs. This scholarship will be applied to your tuition based on program regulations and provided you adhere to Northeastern's [Scholarship Guidelines](#). When you receive your initial bill from the university, you may disregard the portion of tuition that is covered by your scholarship, but you will need to pay any tuition in excess of your award, as well as all fees, by the due date indicated. Scholarships are generally applied to accounts by the eighth week of the term.

Scholarships are made possible in part through the generosity of our alumni, friends, and partners and reflect our longstanding commitment to providing outstanding applicants access to a Northeastern education.

To accept your scholarship award, if you have not done so already, please confirm your enrollment by the deadline published on your applicant portal page. If you have any questions about your scholarship award, we are here to help. You will find our direct contact information listed on your applicant portal.

Once again, congratulations and a warm welcome to the College of Engineering!

Sincerely,



Dr. Sagar Kamarthi  
Associate Dean for Graduate Education

**SEVIS ID: N0034708130**

<b>SURNAME/PRIMARY NAME</b> Koduri	<b>GIVEN NAME</b> Yamini	<b>Class of Admission</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b> Yamini Koduri	<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> INDIA	<b>COUNTRY OF CITIZENSHIP</b> INDIA	
<b>CITY OF BIRTH</b>	<b>DATE OF BIRTH</b> 23 JUNE 2002	
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE	<b>ADMISSION NUMBER</b>	

**SCHOOL INFORMATION**

<b>SCHOOL NAME</b> Concordia University Concordia University Wisconsin	<b>SCHOOL ADDRESS</b> 12800 North Lake Shore Drive, Mequon, WI 53097
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Amber Schiessl Assistant Director of International Admissions Operations	<b>SCHOOL CODE AND APPROVAL DATE</b> CHI214F20439000 17 SEPTEMBER 2002

**PROGRAM OF STUDY**

<b>EDUCATION LEVEL</b> MASTER'S	<b>MAJOR 1</b> Computer and Information Sciences, General 11.0101	<b>MAJOR 2</b> None 00.0000
<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient	<b>EARLIEST ADMISSION DATE</b> 24 JULY 2023
<b>START OF CLASSES</b> 28 AUGUST 2023	<b>PROGRAM START/END DATE</b> 23 AUGUST 2023 - 30 DECEMBER 2025	

**FINANCIALS**

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 15,120	Personal Funds	\$ 0
Living Expenses	\$ 12,700	Funds From This School	\$ 0
Expenses of Dependents (0)	\$ 0	Family Funds	\$ 30,320
Books/Health Insurance	\$ 2,500	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 30,320</b>	<b>TOTAL</b>	<b>\$ 30,320</b>

**REMARKS**

Student has submitted a non-refundable tuition deposit. Concordia University does not use standardized testing (GRE/GMAT) as an academic competence measure.

**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.

<i>X</i> <u>Amber Schiessl</u> SIGNATURE OF Amber Schiessl, Assistant Director of International Admissions Operations	<b>DATE ISSUED</b> 07 August 2023	<b>PLACE ISSUED</b> Mequon, WI
-----------------------------------------------------------------------------------------------------------------------------	--------------------------------------	-----------------------------------

**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: Yamini Koduri	DATE		
<u>X</u>			
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

SEVIS ID: N0034708130 (F-1)

NAME: Yamini Koduri

**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.

# PACE UNIVERSITY

Office of Graduate Admission

One Pace Place  
New York, NY 10038  
Phone: (212) 346-1531

Vineyard House  
861 Bedford Road  
Pleasantville, NY 10570  
Phone: (914) 422-4283

April 4, 2023

Mr. Venkata Kalyani Chappidi  
1-127, Chinimagundam, Konokanamitla Prakasam Andhra Pradesh  
Prakasam, Andhra Pradesh 523246  
India

graduateadmission@pace.edu  
www.pace.edu

Dear Mr. Chappidi,

Congratulations! On behalf of the faculty of the Seidenberg School of Computer Science and Information Systems, I am pleased to inform you that you have been accepted to the MS in Computer Science program for the Fall 2023 semester.

At Pace University, we are particularly proud of the emphasis our faculty places on teaching excellence, our small class sizes, and the extensive support services available for our students. We are confident that you will find your Pace experience rewarding.

Newly admitted students are required to submit a deposit of \$200 in order to reserve a place in the class. Submit your non-refundable [deposit online](#) by August 1, 2023 for the Fall 2023 semester. This deposit will be applied toward your Fall 2023 tuition. To ensure a seamless onboarding, we also encourage you to review your [Next Steps tab](#) for additional instructions as you prepare to join the Pace community.

Please check your [Application Dashboard](#) page to confirm that Pace University has received all required official credentials. You will not be permitted to register beyond your initial semester of enrollment unless we receive the missing documents.

Students are required to meet with their academic advisor to learn about degree requirements, prerequisites, and choose a schedule. If you are not sure who your advisor is, please check the [advising website](#) or email [whoismyadvisor@pace.edu](mailto:whoismyadvisor@pace.edu).

On behalf of the Admission Committee, I extend our best wishes for success and look forward to welcoming you to Pace University and the Seidenberg School of Computer Science and Information Systems.

Sincerely,



Susan F. Ford  
University Director  
Graduate Admission

Student ID #: U01933156

# PACE UNIVERSITY

Office of Graduate Admission

One Pace Place  
New York, NY 10038  
Phone: (212) 346-1531

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861 Bedford Road  
Pleasantville, NY 10570  
Phone: (914) 422-4283

April 4, 2023

Mr. Venkata Kalyani Chappidi  
1-127, Chinimagundam, Konokanamitla Prakasam Andhra Pradesh  
Prakasam, Andhra Pradesh 523246  
India

graduateadmission@pace.edu  
www.pace.edu

Dear Mr. Chappidi,

Congratulations on your acceptance to Pace University. In recognition of your distinguished academic record, it gives me great pleasure to inform you that the Graduate Admission Committee has selected you to receive a Graduate Merit Scholarship. I commend your achievements and wish you success in your future endeavors as you begin your graduate studies at Pace University in the Fall 2023 semester.

The amount and conditions of your annual scholarship are outlined in the enclosed Pace University Graduate Merit Scholarship Award Agreement. To accept your award, please sign and return the agreement to the Office of Financial Aid within two weeks of the receipt of this letter. Please note that the form **must be signed in ink** (electronic signatures will not be accepted). This may be submitted securely via our electronic Document Submission Form (using your MyPace Portal credentials) or as an email attachment to [financialaid@pace.edu](mailto:financialaid@pace.edu).

For information about additional financial aid programs which could be helpful in meeting your graduate educational expenses, please contact the Office of Financial Aid at (877) 672-1830.

Again, congratulations and best wishes for your continued success.

Sincerely,



Susan F. Ford  
University Director  
Graduate Admission

## STUDENT GRADUATE SCHOLARSHIP AGREEMENT

Date: April 4, 2023

**Student's Name:** Mr. Venkata Kalyani Chappidi  
**Program:** MS in Computer Science  
**Student's ID#:** U01933156

**Entry Term:** Fall 2023  
**Campus:** New York City  
**Full/Part Time:** Full Time

**Annual Scholarship Award:** \$6000

Please check one:

**Yes**, I accept the Pace University International Graduate Student Scholarship Award. I understand that this award is available to me only if I begin enrollment at Pace University in the **Fall 2023** semester. In accepting this University Scholarship, I agree to the following terms:

- To receive this scholarship award, I must enroll in and satisfactorily complete a minimum of 9 credits in the semester **Fall 2023** and in every consecutive Fall and Spring semester. This scholarship is not available for enrollment in summer sessions.
- Scholarship renewal is contingent upon my maintaining academic progress and a **(3.30)** cumulative quality point average. (Academic progress and cumulative QPA are reviewed at the close of each Spring semester to determine eligibility for the following academic year.)
- I understand that as a Pace University student I am bound by the policies and procedures as detailed in current university bulletins, catalogs, class schedules and other publications and as they may be subsequently amended.
- Scholarship renewal is contingent upon compliance with all visa and immigration requirements.
- If I should become ineligible for this scholarship due to my failure to adhere to the academic or enrollment terms outlined above, this award is terminated and will not be reinstated.
- I understand that I cannot accept this award if I accept a Pace University assistantship or if I am attending my Pace University program under the provisions of a cohort group agreement.
- Staff members and staff dependents that are receiving the full-tuition, Staff (remission) Scholarship award are not eligible to receive any other Pace Aid (Merit Scholarships, Pace Grants, Resident Scholars Awards, etc.) in the semester the remission is awarded. This includes all degree levels - Undergraduate, Graduate, Law and Doctoral. If you are no longer eligible or decline the Remission award, your previously awarded Pace Aid may be reinstated as long as you meet all the requirements for each award. If you are the recipient of a partial Staff (remission) award, the total amount of the remission along with any other Pace Aid cannot exceed your tuition charges.
- I understand that this scholarship is applicable to tuition at Pace University only. The total amount of this award plus any amounts received from Pace or outside organizations may not exceed my actual tuition charges. The total amount of this scholarship plus other financial aid may not exceed my cost of attendance.

**NO**, I do not accept this Scholarship Award for the following reason(s):

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This Graduate Scholarship Award offer is valid for Fall 2023 entry only. Please return this award agreement to the office of Financial Aid at Pace University via our electronic [Document Submission Form](#) (using your MyPace Portal credentials) or as an attachment to [financialaid@pace.edu](mailto:financialaid@pace.edu). You should retain a copy of this agreement for your records.*





## OFFICE OF ADMISSIONS

126 Park Avenue, Bridgeport, CT 06604

1.800.EXCEL.UB or 203.576.4552

Fax: 203.576.4552 E-mail: [admit@bridgeport.edu](mailto:admit@bridgeport.edu)

[www.bridgeport.edu](http://www.bridgeport.edu)

September 14, 2023

Lahari Gutta  
2-210, Kotha Ooru, Penuganchiprolu Mandal  
Mundlapadu, Ntr District, Andhra Pradesh 521190  
India

Dear Lahari,

Student ID: 1224535

Congratulations on your admission to the University of Bridgeport's Electrical Engineering (M.S.) program for the Spring 2024 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 **\$4,000** 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](http://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](http://bridgeport.edu/affidavit)

All new students must report to campus on **January 2, 2024**. Classes for the Spring Session begin **January 8, 2024**. 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 Spring 2024 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,

Allison Garris, Ed.D.  
Dean of Admissions



UNIVERSITY OF  
BRIDGEPORT

UNIVERSITY COLLEGE OF ENGINEERING KAKINADA  
(AUTONOMOUS)



J.N.T.U KAKINADA

East Godavari Dist. A.P. India-533 003

Ph:0884-2300823,2300824

23021D6802



Konatham Yaswini

DOB : 17/11/2001

Aadhar No : XXXX-7854

Valid upTo : 2025

Blood Group : AB+ve

M.TECH

VLSI-ES

1-95-1,ganganamma temple  
road,chilakalapudi,Chantasala,K  
rishna,Andhra Pradesh. 521133

Phone : 7680893289

Principal

UNIVERSITY





**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
APPGET - 2023 ADMISSIONS**

Hall Ticket Number:	8363010353	Rank:	344
Candidate Name:	PAMIDI NAVYA	Father's Name:	PAMIDI SEETHARAMARAJU
Gender / Region:	FEMALE / AU	Caste / Fee.Reimb:	BC_D / YES

**PROVISIONAL ALLOTMENT ORDER (For PGET CANDIDATES) PHASE-I**

This is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, sex, category, Special Reservation Category (SCOUTS/CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

**JNTUK INST OF SCIENCE AND TECHNOLOGY KAKINADA (JNIK1)  
in AVIONICS (JKAVES) RGS , under OC\_GEN\_AU category.**

**Tuition Fee fixed for the college/course is Rs.30000 /-.**

**Tuition fee to be paid by the candidate at the time of admission 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 Deevana (RTF) scheme subject to verification and eligibility criteria prescribed by State Government of Andhra Pradesh vide G.O.M.S.NO:66 dated 08/09/2010 of Social welfare (SW.EDN.2) Dept., G.O.M.S.NO:115 dated 13/11/2019 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 repay 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 <https://pget-sche1.aptonline.in> through self-reporting system or from a nearby help line center.
2. Take print out of two copies of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgment 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 30.09.2023 (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 no claim on the seat allotted.
5. If the academic credentials verified if found false 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 got 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 certificates of the admitted candidates thoroughly and request to bring to the notice of the Convener, APPGET-2023 Admissions for in case of any deviation.
11. Class work will commence from 4th October 2023.



**CONVENOR  
APPGET - 2023 ADMISSIONS**

\*\*\* This computer generated Provisional Allotment Order does not require any authentication. \*\*\* 23/09/2023 08:19 PM

**UNIVERSITY COLLEGE OF ENGINEERING KAKINADA**

**(AUTONOMOUS)**



**J.N.T.U KAKINADA**

East Godavari Dist, A.P. India-533 003

Ph 0884-2300823, 2300824

**23021D6819**



**M.TECH**

**VLSI-ES**

**TUMMALAPALLI VEERA**

**VENKATA JAYASRI**

**DOB : 04/07/2001**

**Aadhar No : XXXX-1774**

**Valid upTo : 2025**

**Blood Group : B+ve**

**66-10-9,INDIRA GANDHI**

**STREET,kakinada,KAKINADA,KA**

**KINADA,Andhra Pradesh,533003**

one : 9059173499

**Principal**

**UNIVERSITY**

