



Offer: Computer Consultancy

Ref: TCSL/DT20218090846/Hyderabad

Date: 12/11/2021

Mr. Abhinay Sindham
4-01Chennaram,
Near Gram Panchayat,
Warangal-506310,
Telangana.
Tel# 91-9381422616

Dear Abhinay Sindham,

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within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.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/DT20218090846

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

**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within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.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



Offer: Computer Consultancy

Ref: TCSL/DT20218077978/Hyderabad

Date: 13/11/2021

Ms. Amuktha Inuganti

Flat No:404 ,Sai Srinivasa Residency ,Shafi Nagar ,Old Safilguda ,Hyderabad,500056,

Opp.St. Nissi High School,Block 2,

Hyderabad-500056,

Telangana.

Tel# -

Dear Amuktha Inuganti,

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.

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TCSL/DT20218077978

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Offer: Computer Consultancy

Ref: TCSL/DT20206810476/Hyderabad

Date: 12/11/2021

Mr. Uday Kiran Badam
4-59,
Nandimalla,
Atmakur-509131,
Telangana.
Tel# -

Dear Uday Kiran Badam,

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.

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Offer: Computer Consultancy

Ref: TCSL/DT20218097523/Hyderabad

Date: 05/12/2021

Ms. Anusha Beeram
Plot No 230 Christian Colony,
Amma Hospital,
Hyderabad-500070,
Telangana.
Tel# 91-7730820987

Dear Anusha Beeram,

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.

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Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



Offer: Computer Consultancy

Ref: TCSL/DT20218091025/Hyderabad

Date: 12/11/2021

Ms. Dharani Devulapalli
6-44/10Durga Homes,
Durga Nagar Colony, Injapur, Hayathnagar,
Hyderabad-501510,
Telangana.
Tel# -

Dear Dharani Devulapalli,

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.

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TCSL/DT20218091025

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Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



Offer: Computer Consultancy

Ref: TCSL/DT20206815014/Hyderabad

Date: 12/11/2021

Ms. Sathya Sree Harshinee Maroju
H.No: 5-145/70,71 Sri Sai Kuteer,
Laxmareddy Palem, Pedda Amberpet,
Hyderabad-501505,
Telangana.
Tel# 91-9059517706

Dear Sathya Sree Harshinee Maroju,

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.

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TCSL/DT20206815014

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Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



Offer: Computer Consultancy

Ref: TCSL/DT20218103024/Hyderabad

Date: 12/11/2021

Ms. Veda Sri Jasti
Qtr No 296 Type liCrpf Campus,
Opp Kendriya Vidyalaya School, Barkas,
Hyderabad-500005,
Telangana.
Tel# 91-8985431531

Dear Veda Sri Jasti,

Sub: Letter of Offer

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

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

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TCSL/DT20218103024

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Annexure 3: Confidentiality and IP Terms



Offer: Computer Consultancy

Ref: TCSL/DT20218127347/Hyderabad

Date: 12/11/2021

Ms. Manisha Sangireddy
Plot No-22 ,Road No-6Padmavathinagar Colony,
Rainbow School,
Hyderabad-500074,
Telangana.
Tel# -

Dear Manisha Sangireddy,

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.

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TCSL/DT20218127347

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Offer: Computer Consultancy

Ref: TCSL/DT20218192816/Hyderabad

Date: 14/11/2021

Mr. Raju Moturi
4-51 Sirpoor Mallapur Jagitya Sirpoor,
Near Water Tank,
Metpally-505331,
Telangana.
Tel# 91-7036091530

Dear Raju Moturi,

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.

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Offer: Computer Consultancy

Ref: TCSL/DT20218074720/Hyderabad

Date: 12/11/2021

Mr. Guntoju Naveen
10-1-66/11/8/B,
Thapovan Colony,
Sarrornagar-500035,
Telangana.
Tel# 91-9441993736

Dear Guntoju Naveen,

Sub: Letter of Offer

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Offer: Computer Consultancy

Ref: TCSL/DT20206671762/Hyderabad

Date: 12/11/2021

Ms. Neha Murarishetti
Dharani Apartment 2 Behind Andhra Bank Vikasnagar Branch,
Behind Andhra Bank Vikasnagar Branch,
Hyderabad-500060,
Telangana.
Tel# -

Dear Neha Murarishetti,

Sub: Letter of Offer

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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/DT20206671762

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

**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



Offer: Computer Consultancy

Ref: TCSL/DT20218158250/Hyderabad

Date: 14/11/2021

Ms. Chandana Palreddy
1-7Oc Colony,
Alwala,
Hyderabad-508202,
Telangana.
Tel# -

Dear Chandana Palreddy,

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.

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TCSL/DT20218158250

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Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20218072769/Hyderabad

Date: 12/11/2021

Mr. Pavan Kalyan Padmaraju

6/96`,

R Rachapalli,

Rly Kodur-516101,

Andhra Pradesh.

Tel# -

Dear Pavan Kalyan Padmaraju,

Sub: Letter of Offer

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

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

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TCSL/DT20218072769

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



Offer: Computer Consultancy

Ref: TCSL/DT20218074980/Hyderabad

Date: 12/11/2021

Mr. Rakesh Allampally
Plotno-19, Almasguda Near Varshini Function Hall, Rangareddy Roadno-1, Plotno-19wp,
Sheshadri Nagar, Almasguda,
Almasguda Near Varshini Funct-500058,
Almasguda.
Tel# -

Dear Rakesh Allampally,

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.

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TCSL/DT20218074980

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Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20218118333/Hyderabad

Date: 12/11/2021

Ms. Sri Rithika Vadakattu
H.No. : 5-11/4/A , Plot No. 74 Road No.4,
Brindavan Colony, Gurramguda,
Hyderabad-501510,
Telangana.
Tel# -

Dear Sri Rithika Vadakattu,

Sub: Letter of Offer

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

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

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TCSL/DT20218118333

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Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20218100707/Hyderabad

Date: 12/11/2021

Ms. Ruchitha Allenky
14-94Thotla Wada,
Near Busstand,
Dharmapuri-505425,
Telangana.
Tel# -

Dear Ruchitha Allenky,

Sub: Letter of Offer

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

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

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TCSL/DT20218100707

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For TATA Consultancy Services Limited

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



Offer: Computer Consultancy

Ref: TCSL/DT20218073794/Hyderabad

Date: 12/11/2021

Ms. Sai Madhuri Narva
H.No 13-113Srinivas Nagar,
Beside More Supermarket,
Jadcherla-509301,
Telangana.
Tel# 91-9652866490

Dear Sai Madhuri Narva,

Sub: Letter of Offer

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

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

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TCSL/DT20218073794

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For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20218103548/Hyderabad

Date: 12/11/2021

Ms. Gurram Shravya Reddy
2-3-512/A/291 Chenna Reddy Nagar ,Amberpet,
Tv Studio, Ramanthapur,
Hyderabad-500013,
Telangana.
Tel# -

Dear Gurram Shravya Reddy,

Sub: Letter of Offer

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

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

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TCSL/DT20218103548

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



Offer: Computer Consultancy

Ref: TCSL/DT20206814270/Hyderabad

Date: 14/11/2021

Ms. Soumya Machavarapu
Ga 69 Sbh Colony, Venture 1 Gaddi Annaram,
Cambridge High School,
Hyderabad-500060,
Telangana.
Tel# 91-9381286398

Dear Soumya Machavarapu,

Sub: Letter of Offer

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

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

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TCSL/DT20206814270

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Girish V. Nandimath
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Annexure 3: Confidentiality and IP Terms



Offer: Computer Consultancy

Ref: TCSL/DT20206815271/Hyderabad

Date: 12/11/2021

Ms. Sravani
C-686Vanasthalipuram, Hyderabad,
Ngos Colony,
Hyderabad-500070,
Telangana.
Tel# 91-9440865372

Dear 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.

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Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



Offer: Computer Consultancy

Ref: TCSL/DT20206833884/Hyderabad

Date: 12/11/2021

Ms. Sujana Sree Gangam
18-6-274Gowlipura,
Chatrinaka,
Hyderabad-500053,
Telangana.
Tel# 91-8309448373

Dear Sujana Sree Gangam,

Sub: Letter of Offer

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

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

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TCSL/DT20206833884

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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



Offer: Computer Consultancy

Ref: TCSL/DT20218044018/Hyderabad

Date: 12/11/2021

Mr. Tharun Sai Nandigam
4_101Malkaram Road,
Taruwn Sringklar Pipes,
Dammameta-507306,
Telangana.
Tel# 91-7337252085

Dear Tharun Sai Nandigam,

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/DT20218044018

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

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For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20206834025/Hyderabad

Date: 12/11/2021

Mr. Vishnu Vardhan Reddy Adula
2-21Mangalpally,
Church,
Hyderabad-501510,
Telangana.
Tel# 91-6301183909

Dear Vishnu Vardhan Reddy Adula,

Sub: Letter of Offer

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

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

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TCSL/DT20206834025

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For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20206809080/Hyderabad

Date: 12/11/2021

Mr. Anoop Momula

H No:5-4-760,Bhulaxminagar ,Kamalanagar ,Vanasthalipuram ,HyderabadRoad No:02,
Near Dwarakami Nagar Committee Hall,
Hyderabad-500070,
Telangana.
Tel# -

Dear Anoop Momula,

Sub: Letter of Offer

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

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

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TCS Confidential

TCSL/DT20206809080

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Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20218100002/Hyderabad

Date: 12/11/2021

Mr. Harshavardhan Kandlakunta
Plot No:162 Road No:8, South End Park,
Mansoorabad, L.B Nagar,
Hyderabad-500068,
Telangana.
Tel# -

Dear Harshavardhan Kandlakunta,

Sub: Letter of Offer

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

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

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TCS Confidential

TCSL/DT20218100002

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Yours Sincerely,

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Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20218085830/Hyderabad

Date: 12/11/2021

Ms. Dharani Katti
7-2-31/20S.V.Coloney,
Biaramalguda,
Hyderabad-500079,
Telangana.
Tel# -

Dear Dharani Katti,

Sub: Letter of Offer

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

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

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TCSL/DT20218085830

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



Offer: Computer Consultancy

Ref: TCSL/DT20206808532/Hyderabad

Date: 12/11/2021

Ms. Sahitha Reddy Sadula
House No:5-6, Plot No:29, Brundhavan Nagar Colony,
Gurramguda,
Hyderabad-501510,
Telangana.
Tel# -

Dear Sahitha Reddy Sadula,

Sub: Letter of Offer

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

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

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TCSL/DT20206808532

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For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
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placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

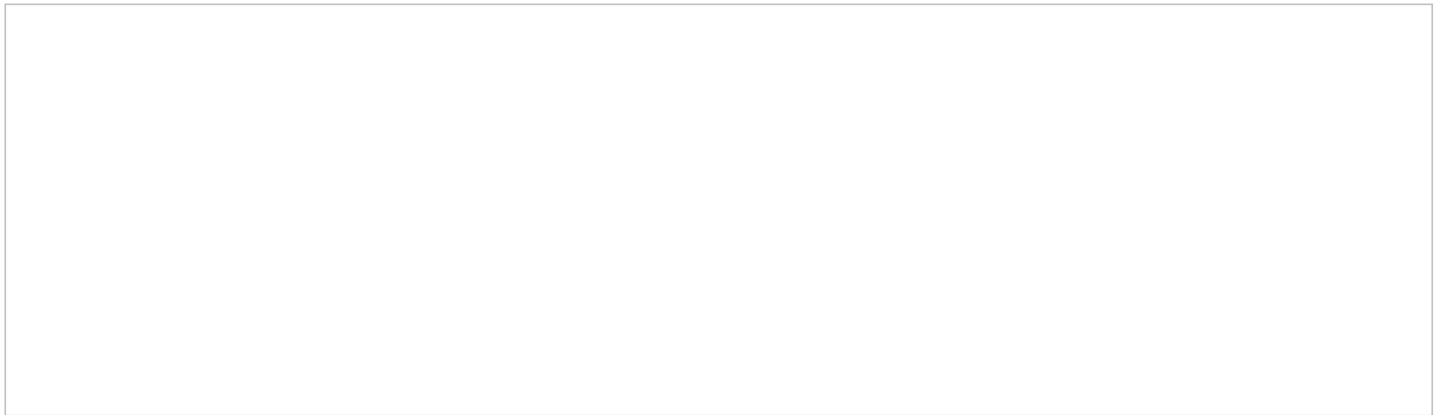
1 message

mode saitarun <saitarun1808@gmail.com>
To: placements@biet.ac.in

Tue, Jun 28, 2022 at 4:06 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Mon, 28 Mar 2022, 5:56 pm
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



image001.png
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placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

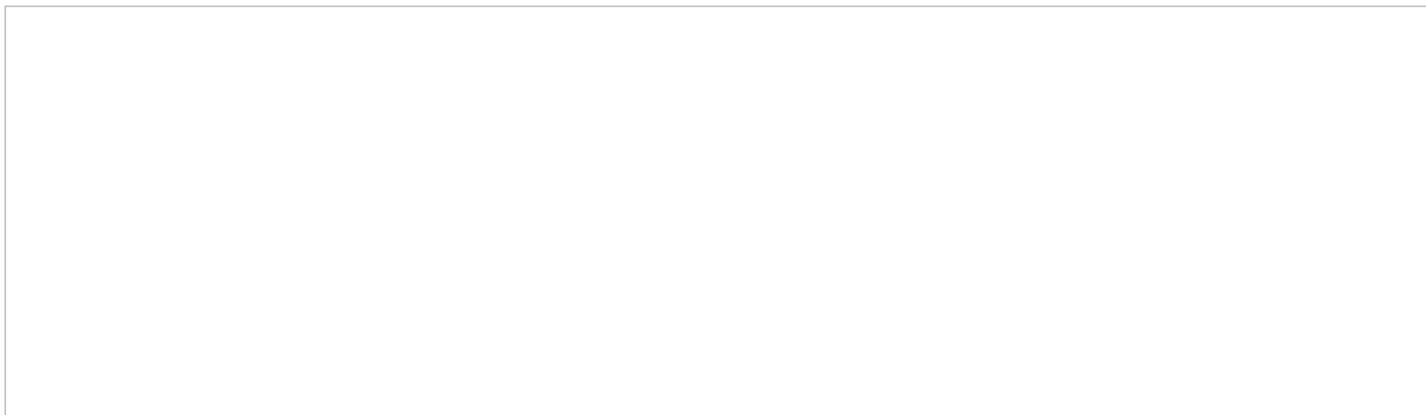
1 message

Moturi Raju <moturiraju076@gmail.com>
To: placements biet <placements@biet.ac.in>

Mon, May 23, 2022 at 11:26 AM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Mon, 28 Mar, 2022, 7:16 pm
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

2 attachments



image001.png
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image001.png
141K



placements bi et <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Akshitha Reddy <akhi9022@gmail.com>
To: placements bi et <placements@biet.ac.in>

Wed, Apr 6, 2022 at 2:49 PM

Sent from my iPhone

Begin forwarded message:

From: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
Date: 28 March 2022 at 6:43:18 PM IST
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer



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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



placements bi et <placements@bi et.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Geethika Reddy <geethikareddie15@gmail.com>

Mon, Aug 8, 2022 at 10:55 AM

To: placements@bi et.ac.in

Good morning sir

I am Geethika from 4th year CSE with roll number 18E11A0542. I got selection mail from Infosys.

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>

Date: Mon, 4 Jul, 2022, 15:54

Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer

To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

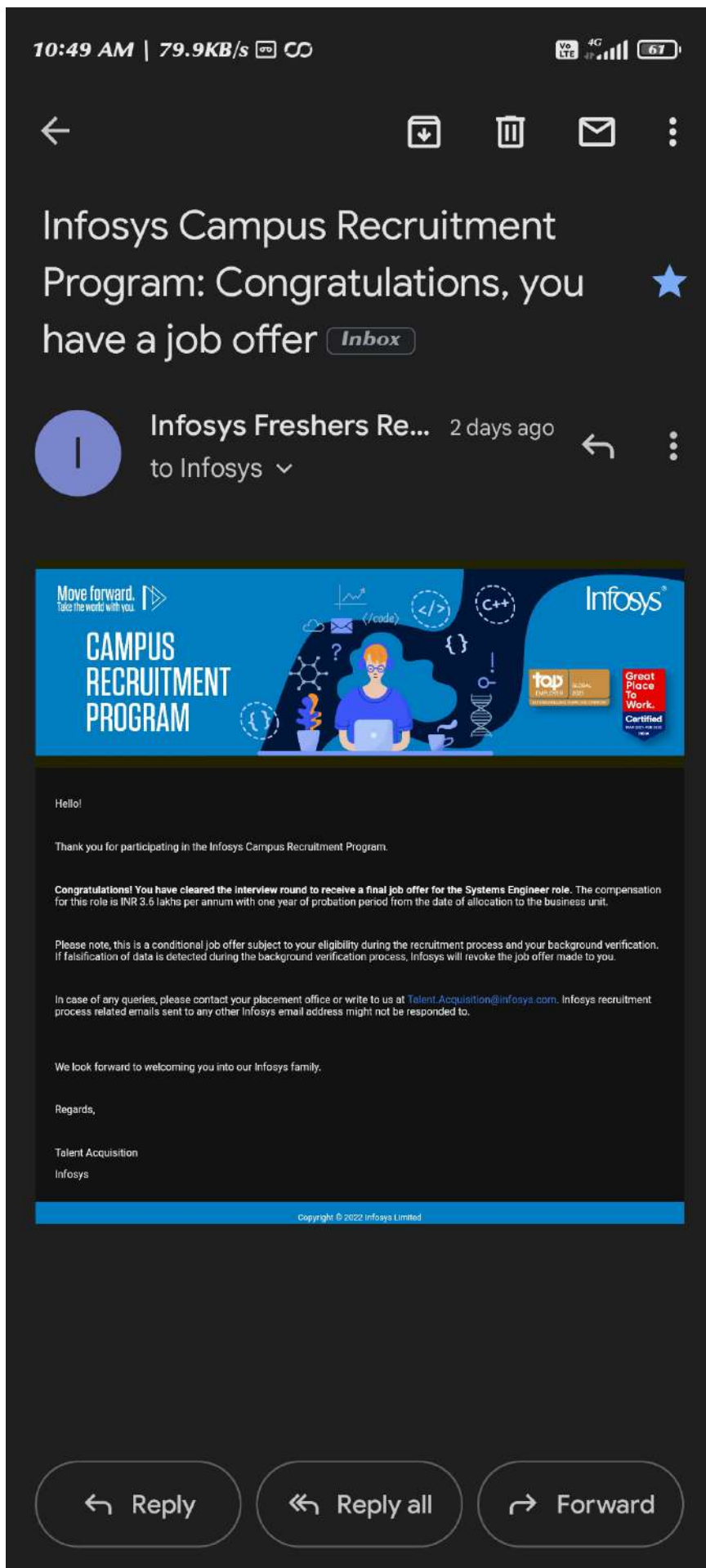
2 attachments



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image001.png
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placements bi et <placements@bi et.ac.in>

18E11A0551, B UDAY KIRAN

1 message

Badam Uday Guptha <badamudayguptha@gmail.com>
To: placements@bi et.ac.in

Thu, Mar 24, 2022 at 10:56 AM

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, Mar 22, 2022 at 11:52 AM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

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Talent Acquisition

Infosys



placements biet <placements@biet.ac.in>

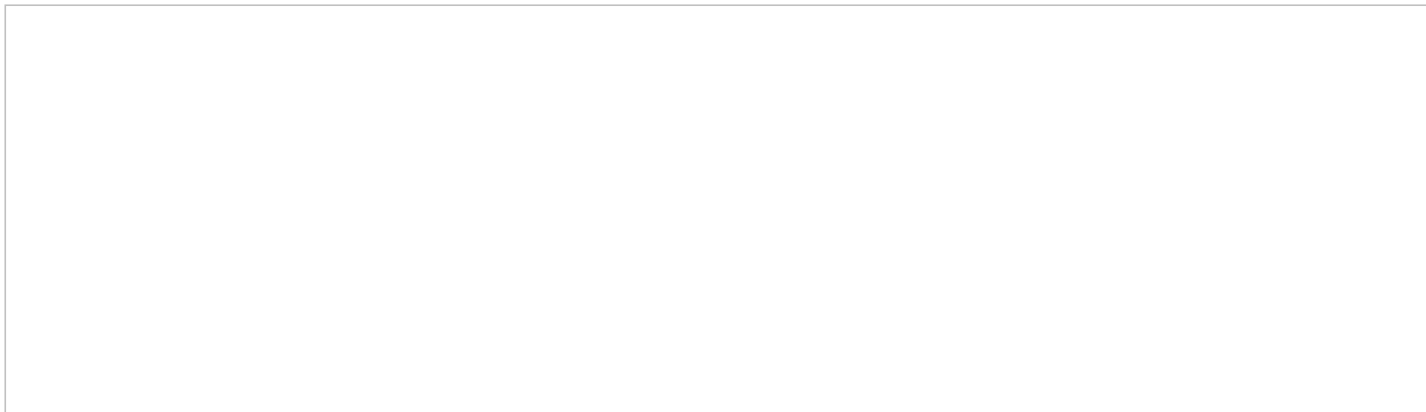
Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

Shravya Chittaboina <shravyachittaboina@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Thu, Mar 24, 2022 at 11:43 AM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, Mar 22, 2022, 11:50 AM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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Regards,

Talent Acquisition

Infosys

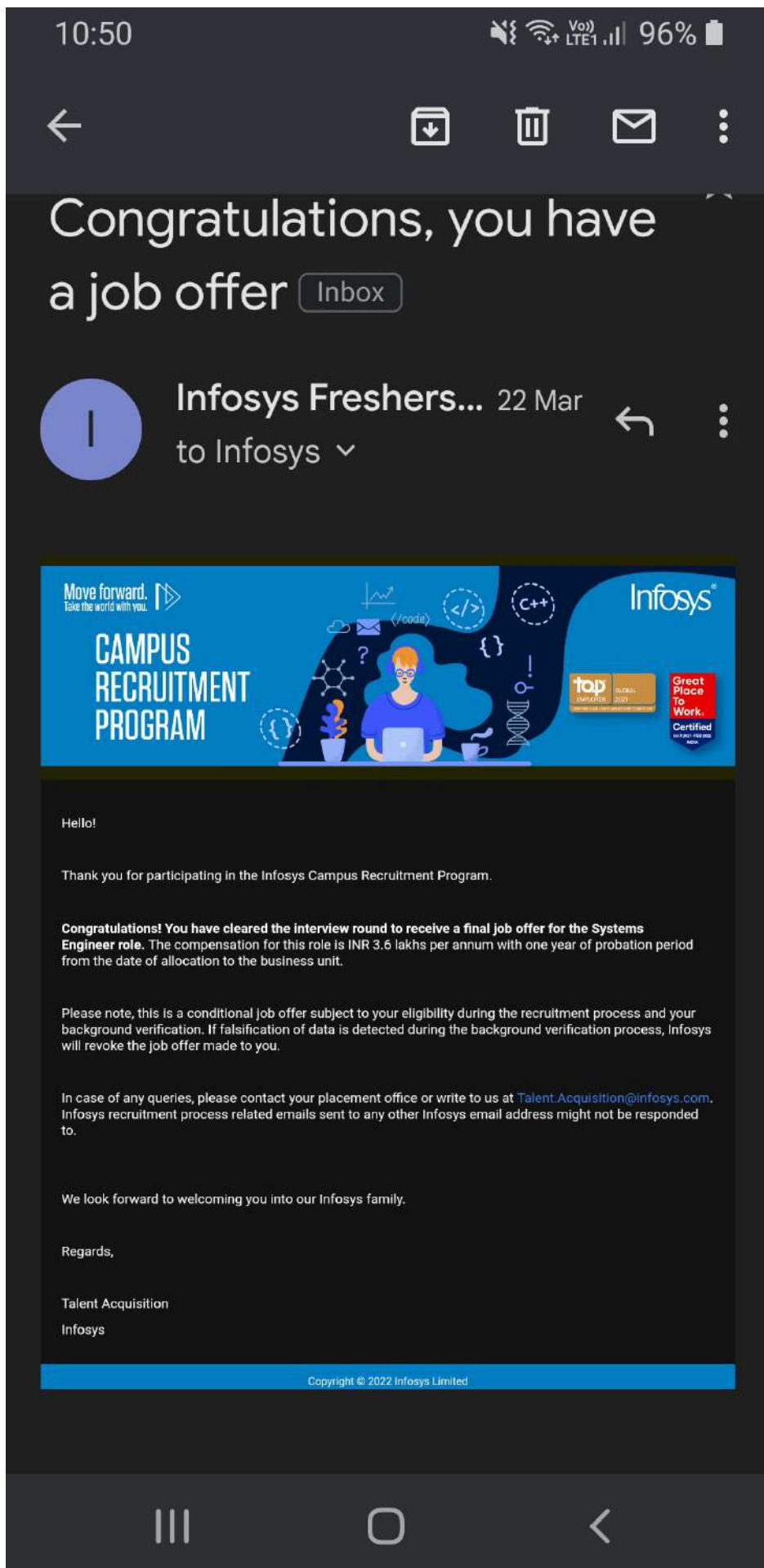
2 attachments

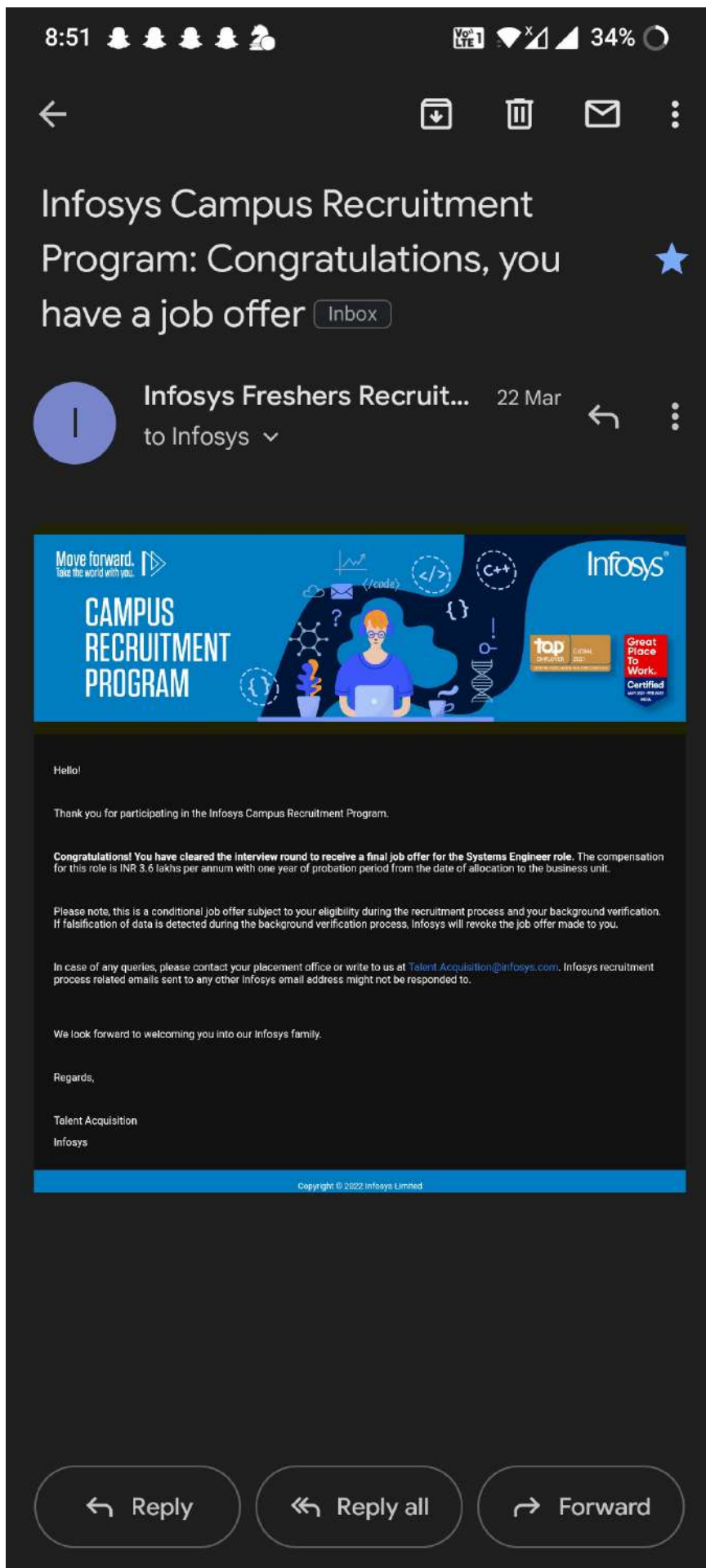


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placements biet <placements@biet.ac.in>

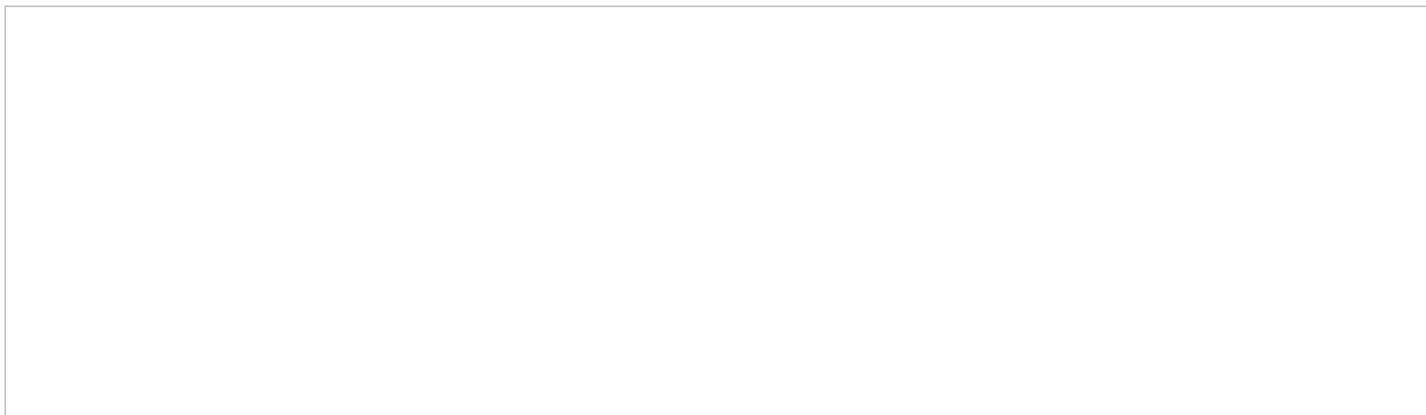
Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

Nikitha Chetty <nikitharamanachetty@gmail.com>
To: placements@biet.ac.in

Thu, Mar 24, 2022 at 10:44 AM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, 22 Mar 2022, 11:52 am
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

2 attachments**image001.png**
141K**image001.png**
141K



placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Katti Dharani <kattidharani@gmail.com>
To: placements biet <placements@biet.ac.in>

Wed, Mar 30, 2022 at 10:01 AM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Mon, Mar 28, 2022, 18:22
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

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Infosys

2 attachments



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image001.png
141K



placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

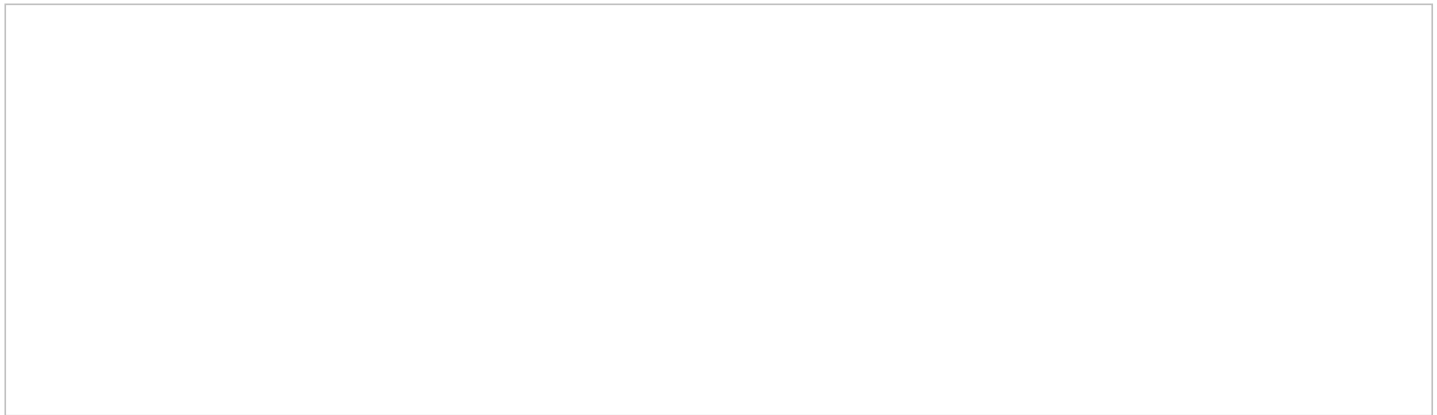
1 message

madhuri reddy <madhurireddy812@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Wed, Mar 30, 2022 at 4:42 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, 22 Mar, 2022, 11:52 am
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



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Talent Acquisition

Infosys

2 attachments



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141K



image001.png
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placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

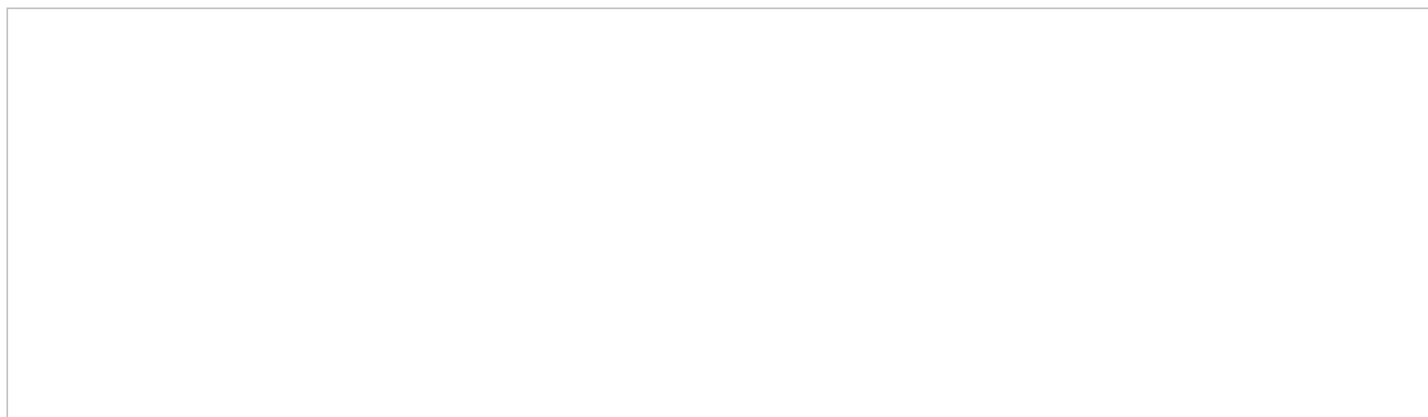
1 message

konda sadhana <kondasadana@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Tue, Jun 14, 2022 at 10:07 AM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Mon, 28 Mar 2022, 5:27 pm
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

2 attachments



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141K

11:54

VoLTE LTE1 45%



Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers Recru... Yesterday
to Infosys ▾



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition
Infosys

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← Reply

↩ Reply all

➦ Forward

Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers...

3:54 PM

to Infosys ▾



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Navya Gujja <navyagujja@gmail.com>

Wed, Mar 30, 2022 at 10:50 AM

To: placements biet <placements@biet.ac.in>

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>

Date: Mon, 28 Mar 2022, 6:43 pm

Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer

To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

2 attachments**image001.png**
141K**image001.png**
141K



placements bi et <placements@biet.ac.in>

Fwd: You have a job offer for Systems Engineer role at Infosys

1 message

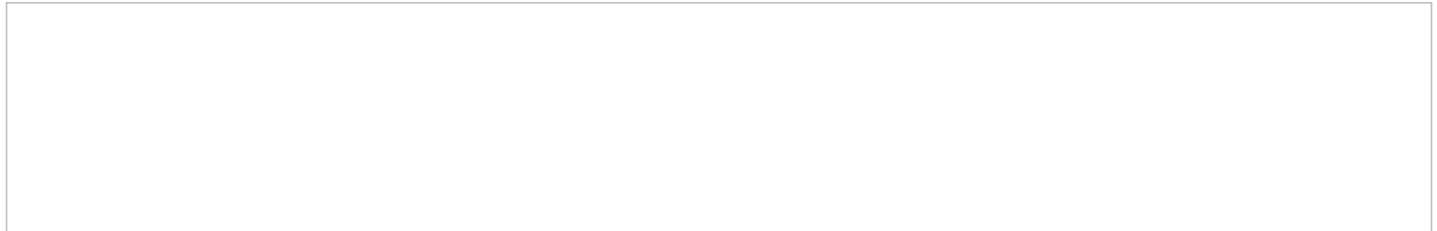
Ramya Baddam <baddamramya964@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Mon, May 23, 2022 at 9:50 AM

Offer letter

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, Apr 22, 2022, 1:22 PM
Subject: You have a job offer for Systems Engineer role at Infosys
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition
Infosys

2 attachments

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  **image001.jpg**
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placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

18E11A0452 E Vijay Kumar <18e11a0452@biet.ac.in>
To: placements@biet.ac.in

Fri, Jun 3, 2022 at 10:59 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>

Date: Tue, May 31, 2022, 6:17 PM

Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer

To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

04/06/2022, 10:48

BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY Mail - Fwd: Infosys Campus Recruitment Program: Congratulatio...

FROM E.VIJAY KUMAR FROM ECE-B

18E11A0452

AND ALSO CH. SAI KUMAR FROM ECE -B

18E11A0447



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placements bi et <placements@bi et.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

navya gaura <gouranavya@gmail.com>
To: placements@bi et.ac.in

Mon, Jun 6, 2022 at 5:16 PM

----- Forwarded message -----

From: **navya gaura** <gouranavya@gmail.com>
Date: Wed, Mar 23, 2022, 11:07 AM
Subject: Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: placements@bi et.ac.in <placements@bi et.ac.in>

----- Forwarded message -----

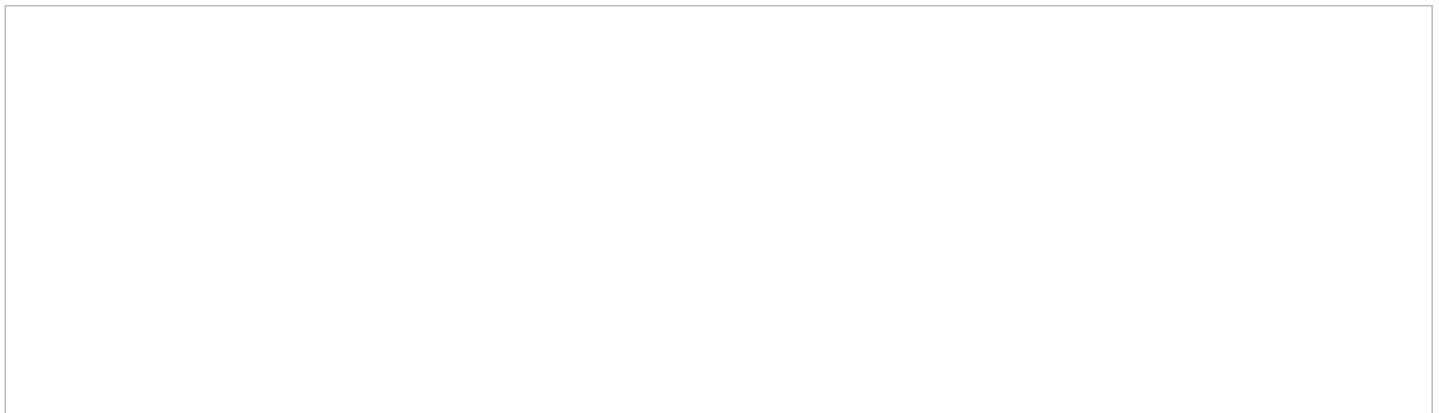
From: **navya gaura** <gouranavya@gmail.com>
Date: Tue, Mar 22, 2022, 6:55 PM
Subject: Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: <saipoojareddy9959@gmail.com>

----- Forwarded message -----

From: **navya gaura** <gouranavya@gmail.com>
Date: Tue, Mar 22, 2022, 4:04 PM
Subject: Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: <amitagrawal@bi et.ac.in>

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, Mar 22, 2022, 11:52 AM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



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Regards,

Talent Acquisition

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placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Homnath Gautham <homnathgautham@gmail.com>
To: placements@biet.ac.in

Wed, Mar 30, 2022 at 11:08 AM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>

Date: Tue, Mar 22, 2022, 11:50

Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer

To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

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Regards,

Talent Acquisition

Infosys

2 attachments



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placements biet <placements@biet.ac.in>

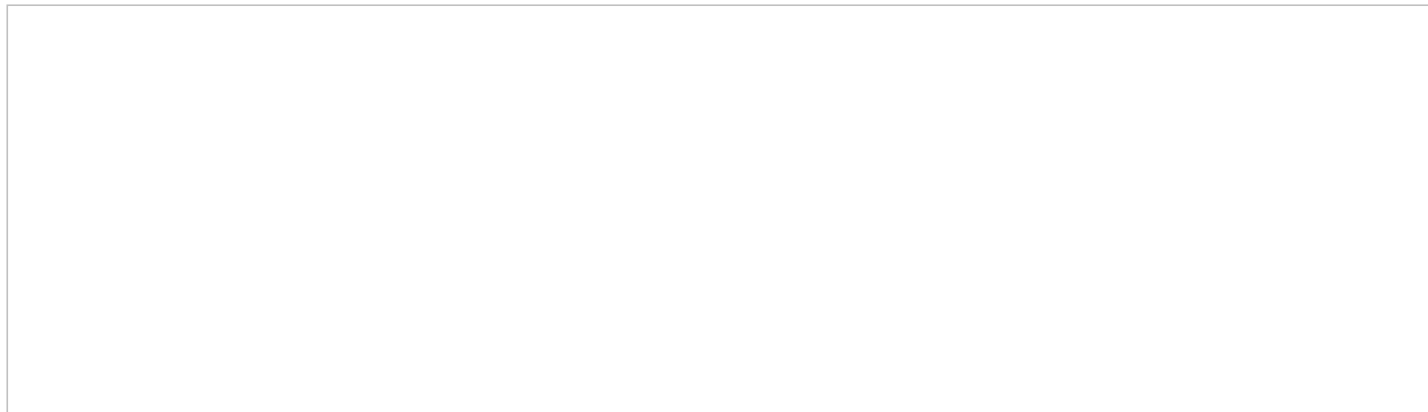
Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

Karnati Akhila <karnatiakhila8@gmail.com>
To: placements@biet.ac.in

Thu, Mar 24, 2022 at 11:22 AM

----- Forwarded message -----

From: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
Date: Tue, Mar 22, 2022, 11:52 AM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



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2 attachments



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Screenshot_2022-03-24-11-10-44-739_com.google.android.gm.png
180K



Momula Anoop <momulaanoop@gmail.com>

Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Mon, Mar 28, 2022 at 5:07 PM



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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Infosys

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placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

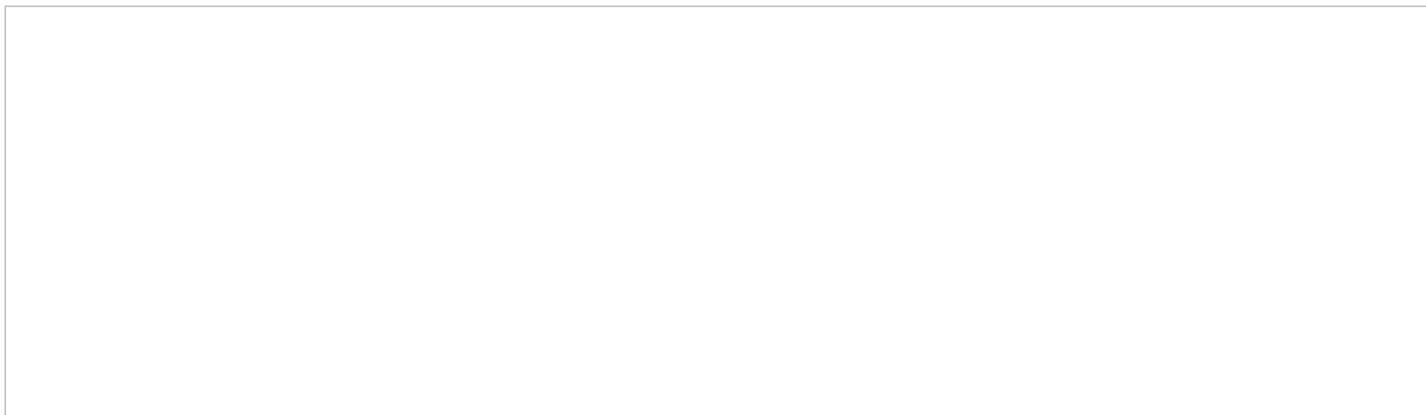
5 messages

Neha Murarishetti <murarishettyneha@gmail.com>
To: placements biet <placements@biet.ac.in>

Tue, Mar 22, 2022 at 3:43 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, 22 Mar 2022, 11:52 am
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



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Regards,

Talent Acquisition

Infosys

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navya goura <gouranavya@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Wed, Mar 23, 2022 at 11:07 AM

----- Forwarded message -----

From: **navya goura** <gouranavya@gmail.com>
Date: Tue, Mar 22, 2022, 6:55 PM
Subject: Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: <saipoojareddy9959@gmail.com>

----- Forwarded message -----

From: **navya goura** <gouranavya@gmail.com>
Date: Tue, Mar 22, 2022, 4:04 PM
Subject: Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: <amitagrawal@biet.ac.in>

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, Mar 22, 2022, 11:52 AM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

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Regards,

Talent Acquisition

Infosys

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nune pravalika <nunepravalika2001@gmail.com>
To: placements biet <placements@biet.ac.in>

Wed, Mar 23, 2022 at 4:07 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>

Date: Tue, 22 Mar 2022 at 11:52 AM

Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer

To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



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Regards,

Talent Acquisition

Infosys

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Nikitha Chetty <nikitharamanachetty@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Thu, Mar 24, 2022 at 10:42 AM

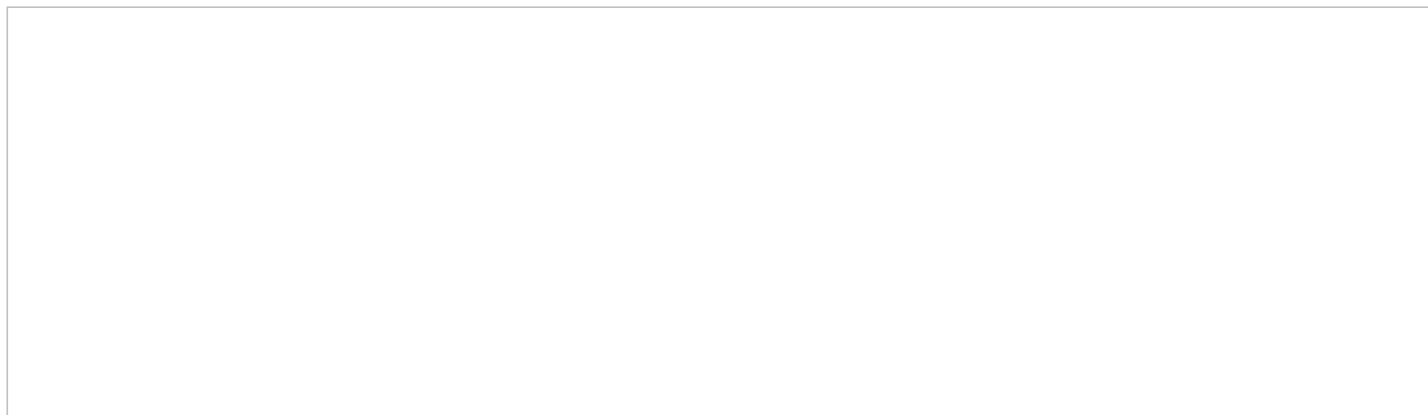
----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>

Date: Tue, 22 Mar 2022, 11:52 am

Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer

To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



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Regards,

Talent Acquisition

Infosys

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Nikitha Chetty <nikitharamanachetty@gmail.com>
To: placements@biet.ac.in

Thu, Mar 24, 2022 at 10:44 AM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, 22 Mar 2022, 11:52 am
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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2 attachments



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CAMPUS RECRUITMENT PROGRAM



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



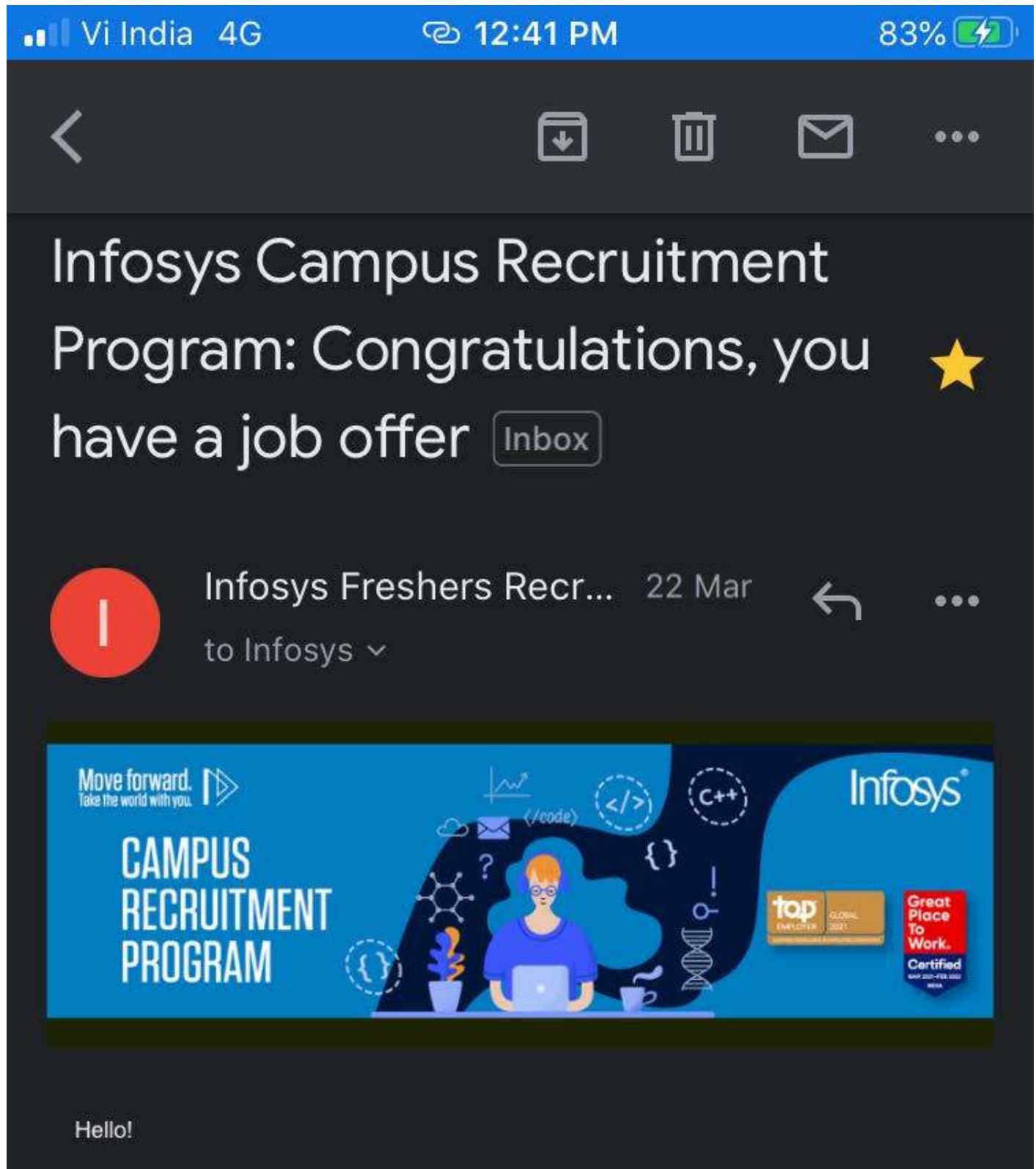
placements bi et <placements@bi et.ac.in>

Infosys, Nune Pravalika, 18E11A04B1

1 message

nune pravalika <nunepravalika2001@gmail.com>
To: placements bi et <placements@bi et.ac.in>

Thu, Apr 7, 2022 at 12:41 PM



Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

PRANAVI CHITTIMALLA

to me

11:06 AM (6 minutes ago)



12:38 PM



Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers Recruitment 31 May
to Infosys ▾



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

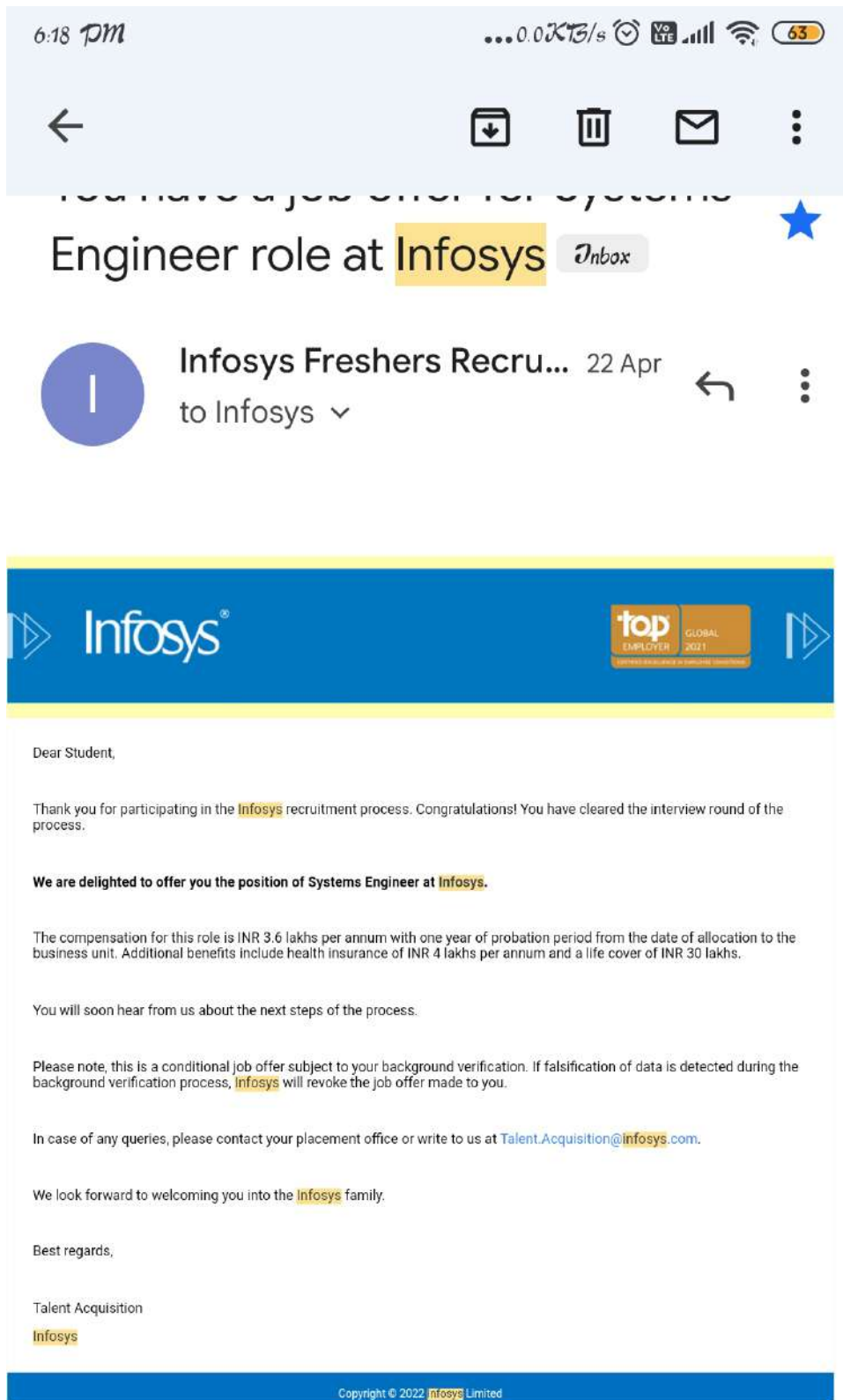
In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,



Talent Acquisition



← Reply

↶ Reply all

➦ Forward

Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers...

3:54 PM

to Infosys ✓



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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HRD/3T/1003396070/22-23

July 1, 2022

Ms. Sannapureddy Srija

15/523

Tirumala Nagar

Hyderabad-500070

India

Ph: +91-8978543798

Dear Sannapureddy,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.07.01 11:26:11 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1003396070/22-23

July 1, 2022

Ms. Sannapureddy Srija
15/523
Tirumala Nagar
Hyderabad-500070
India

Ph: +91-8978543798

Dear Sannapureddy,

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

Here are the terms and conditions of our offer:

Definition

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

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

"**Company**" refers to Infosys Limited.

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

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

Joining

Your scheduled date of joining the employment of the Company will be **08-Sep-2022**.

Location

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

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

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

Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

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

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.07.01 11:26:11 IST
Reason: Digitally Signed
Location: Bangalore

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

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

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Sannapureddy Srija			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Sannapureddy Srija			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY			15,000	
BASKET OF ALLOWANCES			4,478	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
MONTHLY GROSS SALARY			22,328	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary*			722	
FIXED GROSS SALARY (1+2+3)			25,000	
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



placements biyet <placements@biyet.ac.in>

Fwd: Congratulations! You have a job offer for Systems Engineer Role

2 messages

vsampath kumar <vsampathkumar@biyet.ac.in>
To: placements biyet <placements@biyet.ac.in>

Thu, May 19, 2022 at 6:22 AM

----- Forwarded message -----

From: **SHANKAR TEJASWINI** <tejaswinishankar1107@gmail.com>
Date: Wed, 18 May, 2022, 18:41
Subject: Fwd: Congratulations! You have a job offer for Systems Engineer Role
To: <vsampathkumar@biyet.ac.in>

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Thu, May 12, 2022, 20:47
Subject: Congratulations! You have a job offer for Systems Engineer Role
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Dear Candidate,

Congratulations!

You have cleared the pre-placement interview through Specialist Programmer/ Digital Specialist Engineer Off Campus Drive to receive a job offer for the **Systems Engineer** role at Infosys.

The compensation offered for this role is **INR 3.6 lakhs per annum**.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Regards,

Talent Acquisition

Infosys

SHANKAR TEJASWINI <tejaswinishankar1107@gmail.com>
To: placements@biet.ac.in

Tue, Jun 7, 2022 at 7:15 AM

[Quoted text hidden]



placements biet <placements@biet.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

rachamalla ushasree <ushaushasree9@gmail.com>
To: placements@biet.ac.in

Thu, Mar 24, 2022 at 12:21 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Tue, Mar 22, 2022 at 11:50 AM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



placements bi et <placements@bi et.ac.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

vemula saiteja <vemulasaiteja373@gmail.com>
To: placements@bi et.ac.in

Mon, Jun 6, 2022 at 3:56 PM

saiteja 4th IT

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>

Date: Tue, Mar 22, 2022, 11:52 AM

Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer

To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

2 attachments



image001.png
141K



image001.png
141K



Yeshwanth Sai <yeshwanthsai1432@gmail.com>

Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, Mar 22, 2022 at 11:50 AM



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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Hewlett Packard Enterprise

22/11/2021

Neha Murarishetti

#1-9-209/202,Dharani Apartment-2,Behind Union Bank Vikas Nagar Branch,Dilshuknagar, Hyderabad

Dear Neha,

We are pleased to inform you that you have been selected for training with Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. ("HPE" or the "Company") from 18/01/2022 to 15/07/2022 for a period of Six Months under the guidance and supervision of Sudha Raghavan Panchikal. Your location would be Pune, Maharashtra, India.

1. During the tenure of the project, you will be paid a **stipend of Rs.18,000 per month**. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
2. It is clearly understood that you are not in any manner providing any service to HPE and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HPE, copy, duplicate, decompile or translate any intellectual property of HPE without appropriate authorization. You shall not take out any intellectual property belonging to HPE, outside the work place or HPE's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HPE appropriately, in the event you cause any loss or damage to any property that is owned or leased by HPE, during the training period.
11. It is expressly understood and agreed by and between us that the company shall in no way be

FOR Company

Sailesh A J Menezes

Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



Hewlett Packard Enterprise

liable /responsible for any injuries/ impairment in health arising during your training period.

12. This offer of appointment is conditional upon successful background checks (which may include **criminal checks**, verification of previous employment, education verification, **credit check** and appropriate identification verification) being conducted either by HPE or an appropriate third party, and the results of such background checks being favorable in HPE's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE.

We look forward to having you join us and wish you a fruitful training with us.

HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia
Azerbaijan
Belarus
Burma (Myanmar)
Cambodia
Cuba
Georgia
Hong Kong
Iran
Iraq
Kazakhstan
Kyrgyzstan
Laos
Libya
Macao (Macau)
Moldova

FOR Company

Sailesh A J Menezes
Senior Director – Human Resources

FOR Employee

Name: _____

Signature: _____

Date: _____



placements biyet <placements@biyet.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

Allampally Rakesh <rakeshallampally01@gmail.com>
To: placements@biyet.ac.in

Wed, Nov 24, 2021 at 4:38 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2nu68-960ef4bac5@talent.icims.com>
Date: Mon, Nov 22, 2021, 11:22 AM
Subject: Wipro Campus Update_LOI
To: <rakeshallampally01@gmail.com>

November 22, 2021

Dear Rakesh Allampally ,
Resume Number - 23158935

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

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

Year	Bonus
End of 6 months	25000

End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

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

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

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

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

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

**Your's Sincerely,
For Wipro Limited**



Aparna Shailen
General Manager - Human Resources

This message was sent to rakeshallampally01@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=C87023158935&contactId=14751610>

© Wipro Limited, Doddakannelli, [Sarjapur Road Bengaluru 560 035 IND](#)



APPOINTMENT LETTER

March 24, 2022

Dear Boini Anusha,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Boini Anusha

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

☒ Accept ☐ Decline

☒ **Signature** Boini Anusha 24/3/2022 12:27 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24109004



APPOINTMENT LETTER

April 1, 2022

Dear Bhanu gubba,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Bhanu gubba

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

☒ Accept ☐ Decline

☒ **Signature** Bhanu gubba 1/4/2022 6:45 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24107988



March 4, 2022

Dear Bhavana Keesarla,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro.**

2. Duration of training

The duration of **internship** will be 10 to 16 weeks starting from March 10th. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

- a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

- b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Wipro.

- c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.
- d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc. belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

Endorsement:

- 1. I accept the terms and conditions stipulated in the above letter of engagement.**
- 2. I shall report for internship on**

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

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

- a. validating my curriculum vitae and retaining records on the same for any future reference/verification;
- b. processing my application for internship including background verification checks;
- c. Internship related actions including record keeping, processing training stipend and any action required in the context of my training with Wipro.

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

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

ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("**Agreement**") is made on this the [] day of [] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bengaluru 560-035.

And

_____[Name of the Intern], S/o / D/o

Residing at _____

(Hereinafter referred to as "**Intern**" which expression shall mean and include his/her representatives in interest, assurers and guarantors).

WHEREAS:

The Intern has expressed his/her desire to be trained with Wipro for a period of _____ ("**Internship Period**");

Wipro has accepted the Intern's application subject to the Intern adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the internship, the Intern may have access to certain information which may be proprietary and/or of confidential nature ("**Confidential Information**", as more particularly described below).

NOW THEREFORE in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

1. For purposes of this Agreement, "**Confidential Information**" means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to Intern by Wipro or which Intern becomes aware of in the course of the internship, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of Intern in violation of this Agreement); (ii) was known to Intern prior to its disclosure under this Agreement; or (iii) is required to be disclosed by governmental or judicial order, in which case Intern shall give Wipro prompt written notice, and use reasonable efforts to ensure that such disclosure is

accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.

2. Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on Intern any rights, license or authority in or to the Confidential Information.
3. Intern agrees and undertakes that he/she shall not disclose or make available to any person (including the Institute) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by Intern under any course. Intern undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the institute, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective employment.
4. Intern shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.
5. Intern agrees that upon (i) termination/expiry of Internship Period, or (ii) at any time during its currency, or (iii) on Intern ceasing to be an Intern of Wipro, Intern shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
6. Intern acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Intern shall ensure that the use of such Confidential Information by the Intern shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
7. Intern acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Intern and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.
8. Intern hereby acknowledges and agrees that in the event of a breach or threatened breach by Intern of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by Intern.
9. No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
10. This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bengaluru. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
11. The obligations of confidentiality shall survive the expiry or termination of the internship. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
12. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

☒ Accept

☐ Decline

Intern Name: Bhavana Keesarla

☒ **Signature** Bhavana Keesarla 4/3/2022 8:46 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

T :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054

Sarjapur Road

E :info@wipro.com

Bengaluru 560 035

W :wipro.com

India

C :L32102KA1945PLC020800

Sensitivity: Internal & Restricted

23162780



APPOINTMENT LETTER

March 31, 2022

Dear BOMARABOINA Bomaraboina,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection

pursuant to your employment with the Company.

- ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
- iii. Any existing employee to become associated with, or perform services of any type for any third party.

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

6. Confidentiality:

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain

designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

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

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I BOMARABOINA Bomaraboina, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (‘Wipro’) for the following purposes:

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: BOMARABOINA Bomaraboina

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you

should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

- 1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
- 2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

have to choose the scheme that suits your investment horizon and risk tolerance.

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

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


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

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

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

 Accept

 Decline

 **Signature** BOMARABOINA Bomaraboina 31/3/2022 12:25 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru W :wipro.com
560 035

India C :L32102KA1945PLC020800

23100475



APPOINTMENT LETTER

April 20, 2022

Dear PICHEWAR CHANDRASHEKAR,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

relevant criteria.

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: PICHEWAR CHANDRASHEKAR

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

Total Cost to Company per annum**3,50,004**

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

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

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

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

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

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

☒ Accept

☐ Decline

☒ **Signature** PICHEWAR CHANDRASHEKAR 20/4/2022 8:14 PM

(checking the checkbox above is equivalent to a handwritten signature)

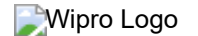
Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



APPOINTMENT LETTER

June 6, 2022

Dear Pranavi Chittimalla,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

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

6. Confidentiality:

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

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

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

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Pranavi Chittimalla

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

for the same.

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

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

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

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

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

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program:**

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

Skill Preferences 1 : [Python App](#)

Location Preferences 1 : [Hyderabad](#)

Skill Preferences 2 : [UNIX C SYS](#)

Location Preferences 2 : [Bangalore](#)

Skill Preferences 3 : [ORACLE](#)

Location Preferences 3 : [Chennai](#)

☒ Accept ☐ Decline

☒ **Signature** [Pranavi Chittimalla 6/6/2022 7:35 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

[23148388](#)



APPOINTMENT LETTER

April 9, 2022

Dear Geethika Patel,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Geethika Patel

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

☒ Accept ☐ Decline

☒ **Signature** [Geethika Patel 9/4/2022 5:31 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

[23775626](#)



Harsha Vardhan <harshavardhan538420@gmail.com>

Wipro Campus Update_LOI

1 message

Campus HR Team <wipro+email+2ny5n-c09dd94997@talent.icims.com>
Reply-To: Campus HR Team <wipro+email+2ny5n-c09dd94997@talent.icims.com>
To: harshavardhan538420@gmail.com

Mon, Nov 22, 2021 at 11:58 AM

November 22, 2021

Dear Harshavardhan Kandlakunta ,
Resume Number - 23159824

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

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

Year	Bonus
End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

**Your's Sincerely,
For Wipro Limited**



**Aparna Shailen
General Manager - Human Resources**

This message was sent to harshavardhan538420@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
<https://wipro.icims.com/icims2/?r=724023159824&contactId=14752877>



APPOINTMENT LETTER

March 21, 2022

Dear HARSHINI KANURI,

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

1. Appointment Details:

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

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

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

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an

advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents,

training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

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

9. General:

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

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

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

- ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

Please confirm that the above terms and conditions are acceptable to you and that you accept the

appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

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

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

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: HARSHINI KANURI

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

Year	Bonus
------	-------

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

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

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

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

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

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

4. **Education Allowance:**

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

5. **New Pension System:**

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

per CBDT rules.

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials->

Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



Accept



Decline



Signature HARSHINI KANURI 21/3/2022 7:50 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

22949888



APPOINTMENT LETTER

March 21, 2022

Dear MOUNIKA KALLEM,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: MOUNIKA KALLEM

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

☒ Accept

☐ Decline

☒ **Signature** MOUNIKA KALLEM 21/3/2022 10:21 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24108847



APPOINTMENT LETTER

April 6, 2022

Dear Manchala Prathibha,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

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

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

5. Conflict of Interest:

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

6. Confidentiality:

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

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

Report Trading (Code) by Insiders

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Manchala Prathibha

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

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

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

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

employees once every financial year.



Accept



Decline

**Signature** [Manchala Prathibha 25/3/2022 7:22 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited****T** :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054Sarjapur
Road**E** :info@wipro.comBengaluru
560 035**W** :wipro.com

India

C :L32102KA1945PLC020800[23722515](#)



APPOINTMENT LETTER

January 24, 2022

Dear ANOOP MOMULA,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I ANOOP MOMULA, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: ANOOP MOMULA

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



Accept



Decline



Signature ANOOP MOMULA 24/1/2022 4:09 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

23162622



placements biyet <placements@biyet.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

Moturi Raju <moturiraju076@gmail.com>
To: placements@biyet.ac.in

Fri, Nov 5, 2021 at 2:53 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2fa97-45faa1ad35@talent.icims.com>

Date: Sun, 31 Oct, 2021, 10:17 pm

Subject: Wipro Campus Update_LOI

To: <moturiraju076@gmail.com>

October 31, 2021

Dear Moturi Raju ,
Resume Number - 22998019

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



Apama Shailen
General Manager - Human Resources

This message was sent to moturiraju076@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=08FC22998019&contactId=13850192>

© Wipro Limited, [Doddakannelli, Sarjapur Road Bengaluru 560 035 IND](#)



placements biet <placements@biet.ac.in>

Fwd: Wipro | Elite National Talent Hunt | Congratulations on clearing the Business Evaluation Round

1 message

Neha Shetti <murarishettyneha@gmail.com>
To: placements biet <placements@biet.ac.in>

Fri, Nov 26, 2021 at 10:41 AM

----- Forwarded message -----

From: <campus.connect1@wipro.com>

Date: Fri, 26 Nov 2021, 10:23 am

Subject: Wipro | Elite National Talent Hunt | Congratulations on clearing the Business Evaluation Round

To: <campus.connect1@wipro.com>

 A picture containing text Description automatically generated

Wipro Campus Hiring Update | Elite NTH FY'22

Congratulations on clearing the Business Evaluation Round

Dear Candidate,

Greetings from Wipro! We are delighted to inform you, that you have cleared the Business Evaluation Round which is the final round. You will receive further communications on the next steps shortly. This communication mailer is only to inform you on your selection with Wipro.

We have created a survey to further understand the details regarding your LOI. Request you to respond to the questions and submit the survey.

Please find the survey link below:

Kindly click [HERE](#) to respond to the survey.

Key Features & Eligibility criteria
--

Eligibility	<ul style="list-style-type: none"> ✓ 10th Standard – minimum 60% ✓ 12th Standard – minimum 60% ✓ Graduation – minimum 60% or 6.0 GPA as per respective University Guidelines ✓ Only full time education is allowed ✓ Correspondence and distance learning courses throughout the academics are not allowed
Year of Passing	<p>2022 ONLY</p> <p>(Maximum three years of gap, if any, between 10th & graduation)</p> <p>One Backlog is allowed at the time of Assessment Stage.</p> <p>The LOI will be subject to all backlogs being clear</p>
Qualification	<p>BE/ B. Tech</p> <p>CS/IT/Circuital/5year Integrated/except the streams from Fashion, Food, Textile and Agriculture</p>
Selection Process	<p>Online Assessment (140 minutes)</p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid black; width: 50px; height: 50px; margin-right: 10px;"></div> <div> <p>1. Aptitude Test - Verbal, Analytical (60 minutes)</p> <p>2. Coding on C,C++, Java, Python programming languages (60 minutes)</p> <p>3. Written Communications Test (20 minutes)</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="border: 1px solid black; width: 50px; height: 50px; margin-right: 10px;"></div> <div> <p>Candidates who clears the online test would go through Business discussion</p> </div> </div>
Service Agreement	12 Months service Agreement @ 75,000 INR on Pro rata basis

Regards,

Wipro Campus Hiring Team



'The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com'

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2K**image002.png**
4K



APPOINTMENT LETTER

March 26, 2022

Dear NANDA SHETTY,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I NANDA SHETTY, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: NANDA SHETTY

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ **Signature** NANDA SHETTY 26/3/2022 3:05 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23242099



placements biet <placements@biet.ac.in>

Fwd: Wipro Offer Letter

1 message

Nikhil reddy <nikhilreddy2262@gmail.com>

Mon, Apr 4, 2022 at 11:49 AM

To: "placements@biet.ac.in" <placements@biet.ac.in>

----- Forwarded message -----

From: **Wipro offer letter** <wipro+email+3pqtg-bfc8e7a2ad@talent.icims.com>

Date: Fri, 25 Mar 2022, 6:44 pm

Subject: Wipro Offer Letter

To: <nikhilreddy2262@gmail.com>

March 25, 2022Dear **Nikhil Reddy**,Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**We request you to accept the iCIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.**Steps to follow to accept and save the Offer Letter**To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.****Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.

[Click to Complete](#)

Your Login Information:

Login Name: **nikhilreddy2262@gmail.com***(If you do not know your password, you can reset it by clicking here.)*If you have any questions about the details of your offer or about employment at Wipro, please reach out to **manager.campus@wipro.com**Thanks and Regards,
Campus Offer Generation Team
[Global Campus Hiring Team] Wipro Limited|

This message was sent to **nikhilreddy2262@gmail.com**. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=07CA24003097&contactId=20490210>

© Wipro Limited, [Doddakannelli, Sarjapur Road Bengaluru 560 035 IND](#)



APPOINTMENT LETTER

January 24, 2022

Dear Nithin .,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Nithin ., confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Nithin .

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ Signature Nithin . 24/1/2022 5:33 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

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APPOINTMENT LETTER

May 9, 2022

Dear SURYA KIRAN OMKARAM,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to

time and you will be required to comply with the same.

- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and

Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polycycleclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I SURYA KIRAN OMKARAM, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;

- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: SURYA KIRAN OMKARAM

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund**- Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all

employees once every financial year.



Accept



Decline

**Signature** SURYA KIRAN OMKARAM 21/4/2022 11:50 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited****T** :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054Sarjapur
Road**E** :info@wipro.comBengaluru
560 035**W** :wipro.com

India

C :L32102KA1945PLC020800

24014317



placements biyet <placements@biyet.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

chandana palreddy <palreddychandana1@gmail.com>
To: placements@biyet.ac.in

Wed, Nov 24, 2021 at 3:06 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2nu5a-743d55c7c1@talent.icims.com>
Date: Mon, 22 Nov, 2021, 11:21 am
Subject: Wipro Campus Update_LOI
To: <palreddychandana1@gmail.com>

November 22, 2021

Dear palreddy . ,
Resume Number - 23158945

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000

End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

**Your's Sincerely,
For Wipro Limited**



Aparna Shailen
General Manager - Human Resources

This message was sent to palreddychandana1@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=07C923158945&contactId=14751610>

© Wipro Limited, Doddakannelli, [Sarjapur Road Bengaluru 560 035 IND](#)

4:05 PM

...122KB/s VoLTE 4G 53

Wipro Offer Letter Inbox

Wipro offer letter Jan 24
to me ▾

**January 24, 2022**

Dear **Papishetty Veena**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within **15 days** from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download**





APPOINTMENT LETTER

March 23, 2022

Dear PAVANI NAGILLA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I PAVANI NAGILLA, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: PAVANI NAGILLA

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ **Signature** PAVANI NAGILLA 23/3/2022 5:17 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24107080



Wipro offer letter 11:23 am
to me ▾



March 31, 2022

Dear **Bolgam Praneeth**,

Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

The attached document contains details of Offer Letter. Please click on the link below to accept the offer letter.



placements bi et <placements@bi et.ac.in>

Fwd: Wipro Offer Letter

2 messages

18E11A0448 sarika <18e11a0448@bi et.ac.in>
To: placements@bi et.ac.in

Sat, Aug 6, 2022 at 1:22 PM

----- Forwarded message -----

From: **18E11A0448 sarika** <18e11a0448@bi et.ac.in>
Date: Thu, 7 Jul 2022 at 9:31 AM
Subject: Fwd: Wipro Offer Letter
To: <amitagrawal@bi et.ac.in>

----- Forwarded message -----

From: **Wipro offer letter** <wipro+email+3nwaw-c4c6c9b470@talent.icims.com>
Date: Mon, 21 Mar 2022 at 7:14 PM
Subject: Wipro Offer Letter
To: <18e11a0448@bi et.ac.in>

March 21, 2022Dear **Sarika Cheguru**,Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**We request you to accept the iCIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.**Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.

Click to Complete

Your Login Information:

Login Name: **18e11a0448@bi et.ac.in***(If you do not know your password, you can reset it by clicking here.)*

If you have any questions about the details of your offer or about employment at Wipro, please reach out to

manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
|Global Campus Hiring Team| Wipro Limited|

This message was sent to 18e11a0448@biet.ac.in. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=439124107956&contactId=20232654>

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placements biet <placements@biet.ac.in>
To: 18E11A0448 sarika <18e11a0448@biet.ac.in>

Mon, Aug 8, 2022 at 10:26 AM

we have not received your offer letter. send it again

[Thanks & Regards,](#)

S.M. RAW
CHIEF OF PLACEMENTS
Mob: +91 9666669343

[Bharat Institute of Engineering and Technology](#)
[Mangalpally \(V\), Ibrahimpatnam \(M\)](#)
[Hyderabad, Telangana,](#)
[R.R.Dist- 501 510](#)
[Ph:\(08414\) 252313, 252399, 252647](#)
[Fax](#)

[:\(08414\) 252648](#)
placements@biet.ac.in
www.biet.ac.in

[Quoted text hidden]

Fwd: Wipro Campus Update_LOI

1 message

Satya Varun <satyavarun319@gmail.com>

Wed, Nov 24, 2021 at 2:13 PM

To: placements@biet.ac.in

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2ny34-7e9779f875@talent.icims.com>

Date: Mon, 22 Nov 2021, 11:58 am

Subject: Wipro Campus Update_LOI

To: <satyavarun319@gmail.com>

November 22, 2021

Dear Venkata Sri Sai Bandi ,
Resume Number - 23159842

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000

End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

**Your's Sincerely,
For Wipro Limited**



Aparna Shailen
General Manager - Human Resources

This message was sent to satyavarun319@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=EE0E23159842&contactId=14752877>

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APPOINTMENT LETTER

June 2, 2022

Dear Singireddy Reddy,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. The retirement age is 58 years.
- c. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- d. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- e. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- f. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to

learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving three months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Singireddy Reddy, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Singireddy Reddy

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Skill Preferences 1 : [JAVA-J2EE](#)

Location Preferences 1 : [Hyderabad](#)

Skill Preferences 2 : [Java-MEAN](#)

Location Preferences 2 : [Bangalore](#)

Skill Preferences 3 : [Python Automation Testing](#)

Location Preferences 3 : [Chennai](#)



Accept



Decline



Signature [Singireddy Reddy 2/6/2022 9:30 AM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

24535177



APPOINTMENT LETTER

March 21, 2022

Dear SOWMYA SRI GUNTUPALLY,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an

advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents,

training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.

- ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the

appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polycycleclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I SOWMYA SRI GUNTUPALLY, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: SOWMYA SRI GUNTUPALLY

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
------	-------

End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant

a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as

per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials->

Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



Accept



Decline



Signature SOWMYA SRI GUNTUPALLY 21/3/2022 7:53 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

22949335



APPOINTMENT LETTER

March 21, 2022

Dear Pathireddy Sreeshma,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.

- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or

clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in

profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the

transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pathireddy Sreeshma, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Pathireddy Sreeshma

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800

Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000

End of	2,00,000-
Year 3	2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as

per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials->

Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



Accept



Decline



Signature Pathireddy Sreeshma 21/3/2022 8:42 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

23317707



placements bi et <placements@bi et.ac.in>

Fwd: Wipro Offer Letter

3 messages

18E11A0465 SWETHA <18e11a0465@bi et.ac.in>
To: placements bi et <placements@bi et.ac.in>

Sat, Aug 6, 2022 at 11:44 AM

----- Forwarded message -----

From: **Wipro offer letter** <wipro+email+3prnr-cec1b9e6c2@talent.icims.com>
Date: Fri, Mar 25, 2022, 7:07 PM
Subject: Wipro Offer Letter
To: <18e11a0465@bi et.ac.in>

March 25, 2022Dear **swetha nallavoly**,Congratulations! We are pleased to offer you the position of **Project Engineer** at Wipro.Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**We request you to accept the iCIMS Offer Letter within **15** days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.**Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your offer letter at the earliest using a desktop/laptop.

[Click to Complete](#)

Your Login Information:

Login Name: [18e11a0465@bi et.ac.in](#)*(If you do not know your password, you can reset it by clicking here.)*

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
[Global Campus Hiring Team] Wipro Limited|

This message was sent to 18e11a0465@bi et.ac.in. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=14A823345786&contactId=20492233>

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placements biet <placements@biet.ac.in>
To: 18E11A0465 SWETHA <18e11a0465@biet.ac.in>

Mon, Aug 8, 2022 at 10:27 AM

we have not received your offer letter. Send it again.

Thanks & Regards,

S.M. RAW
CHIEF OF PLACEMENTS
Mob: +91 9666669343

Bharat Institute of Engineering and Technology
Mangalpally (V), Ibrahimpatnam (M)
Hyderabad, Telangana,
R.R.Dist- 501 510
Ph:(08414) 252313, 252399, 252647
Fax

:(08414) 252648
placements@biet.ac.in
www.biet.ac.in

[Quoted text hidden]

18E11A0465 SWETHA <18e11a0465@biet.ac.in>
To: placements biet <placements@biet.ac.in>

Mon, Aug 8, 2022 at 10:32 AM

I have already sent it.

[Quoted text hidden]



placements biyet <placements@biyet.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

Eleswarapu Tejaswi <tejaswi.52564@gmail.com>
To: placements@biyet.ac.in

Mon, Nov 22, 2021 at 7:34 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2nvfh-7c3ef91969@talent.icims.com>

Date: Sun, 21 Nov 2021 at 22:12

Subject: Wipro Campus Update_LOI

To: <tejaswi.52564@gmail.com>

November 22, 2021

Dear Tejaswi Eleswarapu ,
Resume Number - 23156581

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
------	-------

End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

**Your's Sincerely,
For Wipro Limited**



**Aparna Shailen
General Manager - Human Resources**

This message was sent to tejaswi.52564@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=841E23156581&contactId=14751610>

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placements bi et <placements@bi et.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

veeramalla manoj <veeramallamanoj8464@gmail.com>
To: placements@bi et.ac.in

Wed, Nov 24, 2021 at 7:21 PM

Manoj veeramalla from cse c final year loi

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2nu2m-ca56e3ebb3@talent.icims.com>

Date: Mon, Nov 22, 2021, 11:21 AM

Subject: Wipro Campus Update_LOI

To: <veeramallamanoj8464@gmail.com>

November 22, 2021

Dear Veeramalla Manoj ,
Resume Number - 23158848

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
------	-------

End of 6 months	25000
End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

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- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.


3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

**Your's Sincerely,
For Wipro Limited
 Aparna Shailen 1**

This message was sent to veeramallamanoj8464@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
<https://wipro.icims.com/icims2/?r=FC9323158848&contactId=14751610>

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APPOINTMENT LETTER

April 22, 2022

Dear Vaddeman Naveen,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Vaddeman Naveen, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Vaddeman Naveen

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ **Signature** Vaddeman Naveen 22/4/2022 5:06 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24268366



placements bi et <placements@bi et.ac.in>

Fwd: Wipro Campus Update_LOI

1 message

Varshini Maddula <maddulavarshinireddy19@gmail.com>
To: "placements@bi et.ac.in" <placements@bi et.ac.in>

Mon, Nov 22, 2021 at 1:34 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2nzh9-5b417b3cb4@talent.icims.com>
Date: Mon, 22 Nov 2021, 12:08 pm
Subject: Wipro Campus Update_LOI
To: <maddulavarshinireddy19@gmail.com>

November 22, 2021

Dear Maddula Varshini ,
Resume Number - 23158017

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000

End of 18 months	25,000 – 75,000
End of Year 2	50,000 – 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable from your joining date with Wipro.

**Your's Sincerely,
For Wipro Limited**



Aparna Shailen
General Manager - Human Resources

This message was sent to maddulavarshinireddy19@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=6E6223158017&contactId=14751610>

© Wipro Limited, [Doddakannelli, Sarjapur Road Bengaluru 560 035 IND](#)



APPOINTMENT LETTER

March 21, 2022

Dear YERRAM KUMAR,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I YERRAM KUMAR, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: YERRAM KUMAR

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ **Signature** YERRAM KUMAR 21/3/2022 10:22 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24107512



APPOINTMENT LETTER

March 21, 2022

Dear Komiresetti Sai,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an

advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents,

training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.

- ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the

appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polycycleclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Komiresetti Sai, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Komiresetti Sai

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
------	-------

End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant

a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as

per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials->

Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ **Signature** Komiresetti Sai 21/3/2022 9:22 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited** **T** :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road **E** :info@wipro.com

Bengaluru
560 035 **W** :wipro.com

India **C** :L32102KA1945PLC020800

24107733



KPMG Global Services Private Limited
RMZ Ecoworld
2nd Floor, Campus 7
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Telephone: +91 80 6132 6100
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 20th Jan 2022

To,

Congratulations

Candidate name - Gurram Shravya Reddy

College name – Bharat Institute Of Engineering And Technology

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Analyst in the Consulting business unit at KGS with a total compensation of INR 5,00,000 LPA (Rupees Five Lakh only).

Your anticipated joining date is in Apr-May'22 at Bangalore. In case you are unable to join the Firm by June' 22, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

Accepted and Agreed

Anuricha Chander

Name:

Associate Partner

Date

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name:**Date:**

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74140HR2010PTC041413

Registered Office:
Building No.10
6th Floor, Tower C
DLF Cyber City, Phase II
Gurugram - 122 002, Haryana



KPMG Global Services Private Limited
RMZ Ecoworld
2nd Floor, Campus 7
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Telephone: +91 80 6132 6100
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 20th Jan 2022

To,

Congratulations

Candidate name - Harshavardhan Kandlakunta

College name – Bharat Institute Of Engineering And Technology

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Analyst in the Consulting business unit at KGS with a total compensation of INR 5,00,000 LPA (Rupees Five Lakh only).

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Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

Accepted and Agreed

Anuricha Chander

Name:

Associate Partner

Date

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

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Name:**Date:**

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Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

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KPMG Global Services Private Limited
RMZ Ecoworld
2nd Floor, Campus 7
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Telephone: +91 80 6132 6100
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 20th Jan 2022

To,

Congratulations

Candidate name - Katti Dharani

College name – Bharat Institute Of Engineering And Technology

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery center for KPMG Member Firms across the globe.

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For KPMG Global Services Private Limited (KGS)

Accepted and Agreed

Anuricha Chander

Name:

Associate Partner

Date

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

Authorization:

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Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

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CIN U74140HR2010PTC041413

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KPMG Global Services Private Limited
RMZ Ecoworld
2nd Floor, Campus 7
Devarabeesanahalli, Outer Ring Road
Bangalore 560 103 Karnataka India

Telephone: +91 80 6132 6100
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 20th Jan 2022

To,

Congratulations

Candidate name - Neha Murarishetti

College name – Bharat Institute Of Engineering And Technology

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Analyst in the Consulting business unit at KGS with a total compensation of INR 5,00,000 LPA (Rupees Five Lakh only).

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Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

Accepted and Agreed

Anuricha Chander

Name:

Associate Partner

Date

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

Authorization:

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Name:**Date:**

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

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CIN U74140HR2010PTC041413

Registered Office:
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Gurugram - 122 002, Haryana



KPMG Global Services Private Limited
RMZ Ecoworld
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Bangalore 560 103 Karnataka India

Telephone: +91 80 6132 6100
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 20th Jan 2022

To,

Congratulations

Candidate name - Sravani Jogi

College name – Bharat Institute Of Engineering And Technology

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Analyst in the Consulting business unit at KGS with a total compensation of INR 5,00,000 LPA (Rupees Five Lakh only).

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Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

Accepted and Agreed

Anuricha Chander

Name:

Associate Partner

Date

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

Authorization:

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Name:**Date:**

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified
ANURICHA CHANDER

20.01.2022 20:02

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CIN U74140HR2010PTC041413

Registered Office:
Building No.10
6th Floor, Tower C
DLF Cyber City, Phase II
Gurugram - 122 002, Haryana

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

Avidbots®

AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Aditya Kalamnurikar

H.No. 1-22, Injapur(V)

Abdullapurjmet (M)

Hyderabad, Telangana-501510

Offer for the post of Customer Care Associate

Dear Adhitya Kalamnurikar

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,



.....
Authorized Signatory

Andrea Morrison,

.....
Aditya

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

VP, People and Culture

Avidbots®

(Received & Accepted)

Annexure I - Salary Details

SALARY COMPONENTS			
	PACKAGE	MONTHLY	ANNUAL
1	Mandatory Components		
A	Basic Salary	14,583	175,000
B	House Rent Allowance	7,292	87,500
C	Special Allowance	5,542	66,500
2	Gross Salary	27,417	329,000
3	Retiral Benefit		
D	Provident Fund (By Employer)	1,750	21,000
4	Total Retiral Benefit	1,750	21,000
5	Fixed CTC (4+6)	29,167	350,000
6	DEDUCTIONS		
E	Provident Fund (By Employee)	1,750	21,000
F	Professional Tax (As per state rules & regulations)	-	-
G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

Documents required:

1. Joining Report*
2. Application Form*
3. Four passport size photographs
4. Medical Fitness Certificate
5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
12. Copy of PAN Card
13. Photocopy of Passport (if any)
14. Cancel Cheque
15. Copy of Aadhar Card

*Provided by us at the time of joining

TITLE	Avidbots Corp - Employment Offer Letter - Tejaswi Eleswarapu
FILE NAME	Tejaswi Eleswarapu_Offer Letter.pdf
DOCUMENT ID	f0f333109a67dfdb1bdc6cc915010ad82425e705
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SENT

11 / 08 / 2022

22:11:30 UTC

Sent for signature to Tejaswi Eleswarapu
(tejaswi.52564@gmail.com) from
braeden.bernecker@avidbots.com
IP: 70.30.62.56



VIEWED

11 / 09 / 2022

03:27:34 UTC

Viewed by Tejaswi Eleswarapu (tejaswi.52564@gmail.com)
IP: 49.206.38.63



SIGNED

11 / 09 / 2022

03:35:16 UTC

Signed by Tejaswi Eleswarapu (tejaswi.52564@gmail.com)
IP: 49.206.38.63



COMPLETED

11 / 09 / 2022

03:35:16 UTC

The document has been completed.

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

Avidbots®

AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Akshitha Reddy

H.No. 1-1-30/45, Plot No. 43/3

Vinayak Nagar Phase 3, Saketh Road. ECIL

Hyderabad, Telangana-500062

Offer for the post of Customer Care Associate

Dear Akshitha Reddy

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,



.....
Authorized Signatory

Andrea Morrison,

VP, People and Culture

.....
Akshitha Reddy

(Received & Accepted)

Proprietary & Confidential | 1

Doc ID: f0f333109a67dfdb1bdc6cc915010ad82425e705

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Documents required:

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5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
12. Copy of PAN Card
13. Photocopy of Passport (if any)
14. Cancel Cheque
15. Copy of Aadhar Card

*Provided by us at the time of joining

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(tejaswi.52564@gmail.com) from
braeden.bernecker@avidbots.com
IP: 70.30.62.56



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03:27:34 UTC

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IP: 49.206.38.63



SIGNED

11 / 09 / 2022

03:35:16 UTC

Signed by Tejaswi Eleswarapu (tejaswi.52564@gmail.com)
IP: 49.206.38.63



COMPLETED

11 / 09 / 2022

03:35:16 UTC

The document has been completed.

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

Avidbots®

AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Ashish Dayama

H.No. 5-139/C

B.N.Reddy Nagar,

Hyderabad, Telangana-500072

Offer for the post of Customer Care Associate

Dear Ashish Dayama

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,



.....
Authorized Signatory

Andrea Morrison,

VP, People and Culture

.....
Ashish Dayama

(Received & Accepted)

Proprietary & Confidential | 1

Doc ID: f0f333109a67dfdb1bdc6cc915010ad82425e705

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G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

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7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
12. Copy of PAN Card
13. Photocopy of Passport (if any)
14. Cancel Cheque
15. Copy of Aadhar Card

*Provided by us at the time of joining

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IP: 70.30.62.56



VIEWED

11 / 09 / 2022

03:27:34 UTC

Viewed by Tejaswi Eleswarapu (tejaswi.52564@gmail.com)
IP: 49.206.38.63



SIGNED

11 / 09 / 2022

03:35:16 UTC

Signed by Tejaswi Eleswarapu (tejaswi.52564@gmail.com)
IP: 49.206.38.63



COMPLETED

11 / 09 / 2022

03:35:16 UTC

The document has been completed.

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073



AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Bhavana Reddy Keesarla

H.No. 4-7-156/8/16H

Panduranganagar,

Hyderabad, Telangana-500048

Offer for the post of Customer Care Associate

Dear Bhavana Reddy Keesarla

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Andrea Morrison".

.....
Authorized Signatory

Andrea Morrison,

.....
Bhavana Reddy

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

VP, People and Culture



(Received & Accepted)

Annexure I - Salary Details

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6	DEDUCTIONS		
E	Provident Fund (By Employee)	1,750	21,000
F	Professional Tax (As per state rules & regulations)	-	-
G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

Documents required:

1. Joining Report*
2. Application Form*
3. Four passport size photographs
4. Medical Fitness Certificate
5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
12. Copy of PAN Card
13. Photocopy of Passport (if any)
14. Cancel Cheque
15. Copy of Aadhar Card

*Provided by us at the time of joining

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Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

Avidbots®

AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Deepthi Yenugu

Plot No.590

B.N.Reddy Nagar,

Hyderabad, Telangana-500070

Offer for the post of Customer Care Associate

Dear Deepthi Yenugu

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,



.....
Authorized Signatory

Andrea Morrison,

VP, People and Culture

.....
Deepthi Yenuu

(Received & Accepted)

Proprietary & Confidential | 1

Doc ID: f0f333109a67dfdb1bdc6cc915010ad82425e705

Annexure I - Salary Details

SALARY COMPONENTS			
	PACKAGE	MONTHLY	ANNUAL
1	Mandatory Components		
A	Basic Salary	14,583	175,000
B	House Rent Allowance	7,292	87,500
C	Special Allowance	5,542	66,500
2	Gross Salary	27,417	329,000
3	Retiral Benefit		
D	Provident Fund (By Employer)	1,750	21,000
4	Total Retiral Benefit	1,750	21,000
5	Fixed CTC (4+6)	29,167	350,000
6	DEDUCTIONS		
E	Provident Fund (By Employee)	1,750	21,000
F	Professional Tax (As per state rules & regulations)	-	-
G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

Documents required:

1. Joining Report*
2. Application Form*
3. Four passport size photographs
4. Medical Fitness Certificate
5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
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Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073



AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Harshini Kanuri

H.No. 5-12-187/4, Ave No: 4,

Mangapuram Colony, Moulali,

Hyderabad, Telangana-500040

Offer for the post of Customer Care Associate

Dear Harshini Kanuri

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Andrea Morrison".

.....
Authorized Signatory

Andrea Morrison,

.....
Harshini Kanuri

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

VP, People and Culture



(Received & Accepted)

Annexure I - Salary Details

SALARY COMPONENTS			
	PACKAGE	MONTHLY	ANNUAL
1	Mandatory Components		
A	Basic Salary	14,583	175,000
B	House Rent Allowance	7,292	87,500
C	Special Allowance	5,542	66,500
2	Gross Salary	27,417	329,000
3	Retiral Benefit		
D	Provident Fund (By Employer)	1,750	21,000
4	Total Retiral Benefit	1,750	21,000
5	Fixed CTC (4+6)	29,167	350,000
6	DEDUCTIONS		
E	Provident Fund (By Employee)	1,750	21,000
F	Professional Tax (As per state rules & regulations)	-	-
G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

Documents required:

1. Joining Report*
2. Application Form*
3. Four passport size photographs
4. Medical Fitness Certificate
5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
12. Copy of PAN Card
13. Photocopy of Passport (if any)
14. Cancel Cheque
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Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073



AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Praveen Naik

Plot No. 278np&279Sp Road No. 2, Raj Ranjith Prime Homes,

Kammaguda, Turkayamjal, Ranga Reddy

Hyderabad, Telangana-501510

Offer for the post of Customer Care Associate

Dear Praveen Naik

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Andrea Morrison".

.....
Authorized Signatory

Andrea Morrison,

.....
Praveen Naik

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

VP, People and Culture

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(Received & Accepted)

Annexure I - Salary Details

SALARY COMPONENTS			
	PACKAGE	MONTHLY	ANNUAL
1	Mandatory Components		
A	Basic Salary	14,583	175,000
B	House Rent Allowance	7,292	87,500
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4	Total Retiral Benefit	1,750	21,000
5	Fixed CTC (4+6)	29,167	350,000
6	DEDUCTIONS		
E	Provident Fund (By Employee)	1,750	21,000
F	Professional Tax (As per state rules & regulations)	-	-
G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

Documents required:

1. Joining Report*
2. Application Form*
3. Four passport size photographs
4. Medical Fitness Certificate
5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
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Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

Avidbots®

AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Sai Kiran

H.No. 1-2-329.Street No. 7

Domalguda,

Hyderabad, Telangana-500029

Offer for the post of Customer Care Associate

Dear Sai Kiran

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,



.....
Authorized Signatory

Andrea Morrison,

.....
Sai Kiran

Avidbots India Pvt. Ltd.

108, Door No. 8 3 94, Sri Nilaya Estates

Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

VP, People and Culture



(Received & Accepted)

Annexure I - Salary Details

SALARY COMPONENTS			
	PACKAGE	MONTHLY	ANNUAL
1	Mandatory Components		
A	Basic Salary	14,583	175,000
B	House Rent Allowance	7,292	87,500
C	Special Allowance	5,542	66,500
2	Gross Salary	27,417	329,000
3	Retiral Benefit		
D	Provident Fund (By Employer)	1,750	21,000
4	Total Retiral Benefit	1,750	21,000
5	Fixed CTC (4+6)	29,167	350,000
6	DEDUCTIONS		
E	Provident Fund (By Employee)	1,750	21,000
F	Professional Tax (As per state rules & regulations)	-	-
G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

Documents required:

1. Joining Report*
2. Application Form*
3. Four passport size photographs
4. Medical Fitness Certificate
5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
12. Copy of PAN Card
13. Photocopy of Passport (if any)
14. Cancel Cheque
15. Copy of Aadhar Card

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Yella Reddyguda Road, Nagarjuna, Ameerpet, Hyderabad,

Telangana, India - 500073

Avidbots®

AVI/OL/11/07/22/11

Date: 07-Nov-22

To,

Tejaswi Eleswarapu

Flat.no.1206,Srila Towers,
Hydernagar, kukatpally, Hyderabad

Hyderabad , Telangana 500085,India

Offer for the post of Customer Care Associate

Dear Tejaswi Eleswarapu

With reference to your meetings with us, we are pleased to offer you the post of **Customer Care Associate**. Salary details as mutually discussed is attached (Annexure I). You will be based at **Hyderabad**.

You are requested to report on duty latest by **21-Nov-22** along with all the testimonials as per the details attached (Annexure II) failing which this offer will stand cancelled. This offer is subjected to your reference check which is currently under process. Appointment letter with all the terms and conditions shall be handed out to you within a week of joining.

Kindly electronically sign this letter of offer in token of your having accepted the same.

Yours faithfully,



.....

Authorized Signatory

Andrea Morrison,

VP, People and Culture

ELESWARAPU TEJASWI

.....

Tejaswi Eleswarapu

(Received & Accepted)

Annexure I - Salary Details

SALARY COMPONENTS			
	PACKAGE	MONTHLY	ANNUAL
1	Mandatory Components		
A	Basic Salary	14,583	175,000
B	House Rent Allowance	7,292	87,500
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2	Gross Salary	27,417	329,000
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4	Total Retiral Benefit	1,750	21,000
5	Fixed CTC (4+6)	29,167	350,000
6	DEDUCTIONS		
E	Provident Fund (By Employee)	1,750	21,000
F	Professional Tax (As per state rules & regulations)	-	-
G	Labour Welfare Fund (As per state rules & regulations)	-	-

Annexure II

Documents required:

1. Joining Report*
2. Application Form*
3. Four passport size photographs
4. Medical Fitness Certificate
5. Educational cum Professional qualification Certificates
6. D.O.B. Certificate
7. Relieving Letter
8. Experience Certificate with Designation
9. Last salary certificate
10. Income Tax Declaration Form (if any)
11. Details for Medical Insurance (if any)
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Offer Letter

03-December-2021

Dear Ms. D. Madhuri

Congratulations!

With reference to the discussion had with you recently, it is our pleasure to make you an offer as **Lead Generation Executive** in our esteemed organization working out of our **Resolute B2B** office @ Uppal, Hyderabad.

1. Your proposed salary will be **Rs. 20,000** CTC per month. Kindly refer to the salary break-up in Annexure 1. TDS is applicable as per Government rules.
 2. Apart from monthly CTC you are eligible for performance likened incentives **Rs.10,000/-** per month (Paid upon achieving points more than assigned monthly targets)
 3. You are required to join on 17-January-2022, positively. (Any change in joining date must be obtained with prior approval from the Human Resources Department).
 4. Your Shift timings 5:15 pm to 3:00 am).
 5. Your probation period will be for a period of 3 months.
 6. During the course of association with us your performance will be reviewed regularly.
 7. You are required to sign a Non – Disclosure, Non - Compete Agreement (NDA) on the day you join.
 8. Kindly give your acceptance of the offer by written mail.
 9. This offer is open and valid till the above-mentioned joining date failing which; this offer shall stand automatically revoked without any further liability to you.
 10. You are requested to report to the HR Department at 5:00 PM on the given date to complete the documentation. At the time of documentation you are requested to submit the copies of documents as per Annexure 2.
- ** As per the company rules and would vary depending on the Income Tax rules.**

We welcome you to Resolute Group & Resolute B2B LLP and look forward to a mutually beneficial relationship.

Best Wishes,

**S Pavan Kumar
Human Resources
RESOLUTE B2B LLP**

**Address to report on your joining date - HYDERABAD Office:
3rd Floor, Wing B, NSL SEZ (Hyderabad) IDA Uppal, Hyderabad.**

ANNEXURE -1

Salary break-up

Name of employee: D. Madhuri
Department: B2B Operations
Designation: Lead Generation Executive

Annexure - Salary Structure

Fixed Salary Components	Annual	Monthly
Basic Salary	98,856	8,238
House Rent Allowance (HRA)	39,540	3,295
Conveyance	24,996	2,083
Medical Reimbursement	24,996	2,083
Bonus	8,244	687
Special Allowance	1,080	90
Gross salary (A)	197,712	16,476
Retirement Benefits		
Employer's contribution to Provident Fund (PF)	11,868	989
Employer's contribution to ESI	6,426	535
Gross Total (B)	18,294	1,524
Variable Pay		
Night Shift Allowance	24,000	2,000
Incentives	120,000	10,000
Gross Total C	144,000	12,000
Cost to Company (CTC) (A+B+C)	360,006	30,000
Deductions		
Employee's contribution to Provident Fund (PF)	11,868	989
Employee's contribution to ESI	1,483	124
Professional Tax	1,800	150
Net Deductions	15,151	1,263
Net Take Home	344,855	27,213
Variable Pay		
Incentives paid upon achieving points more than assigned monthly targets		
Night Shift Allowance will be Paid for actual worked days		

Please Note: Salary details are confidential and must be kept so. HR shall take appropriate disciplinary action in case you fail to maintain utmost confidentiality.

The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies

ANNEXURE 2

List Of Documents

I. At the time of joining, you are requested to submit hard copies & scanned copies of the following documents.

* Please note that all of the below documents are mandatory and you will not be allowed to join without them.

- Resolute B2B Offer letter.
- Academic and Professional certificates (starting from SSC/10th, Intermediate/+2, Degree, or any relevant educational certificates).
- Date of Birth Proof – 10th Certificate.
- Identification proof – Passport / PAN card
- Address proof – Aadhar card/ Driving licence/ Voter card/ Electricity bill.
- Copy of PAN card.
- Colour passport size photographs 5 No's.
- Relieving and experience certificate.
- A copy of last 3 month's salary slips and Bank statements (Applicable only in case of having prior work experience).
- Signature proof (Passport copy or Pan Card or 'Signature' certified by the banker).
- Names and address of 2 references with detailed postal address including pin code and contact telephone numbers both land line and mobile (references must be people other than family members or Resolute Group).
- Blood group certificate issued by a diagnostic clinic.

II. Please do bring the original testimonials for verification.

III. This offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in the support of the above, the Company reserves the right to revoke the offer at any point of time during your service.

Offer Letter

03-December-2021

Dear Mr. Pratyushkar Parichha

Congratulations!

With reference to the discussion had with you recently, it is our pleasure to make you an offer as **Lead Generation Executive** in our esteemed organization working out of our **Resolute B2B** office @ Uppal, Hyderabad.

1. Your proposed salary will be **Rs. 20,000** CTC per month. Kindly refer to the salary break-up in Annexure 1. TDS is applicable as per Government rules.
 2. Apart from monthly CTC you are eligible for performance likened incentives **Rs.10,000/-** per month (Paid upon achieving points more than assigned monthly targets)
 3. You are required to join on 17-January-2022, positively. (Any change in joining date must be obtained with prior approval from the Human Resources Department).
 4. Your Shift timings 5:15 pm to 3:00 am).
 5. Your probation period will be for a period of 3 months.
 6. During the course of association with us your performance will be reviewed regularly.
 7. You are required to sign a Non – Disclosure, Non - Compete Agreement (NDA) on the day you join.
 8. Kindly give your acceptance of the offer by written mail.
 9. This offer is open and valid till the above-mentioned joining date failing which; this offer shall stand automatically revoked without any further liability to you.
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- ** As per the company rules and would vary depending on the Income Tax rules.**

We welcome you to Resolute Group & Resolute B2B LLP and look forward to a mutually beneficial relationship.

Best Wishes,

**S Pavan Kumar
Human Resources
RESOLUTE B2B LLP**

**Address to report on your joining date - HYDERABAD Office:
3rd Floor, Wing B, NSL SEZ (Hyderabad) IDA Uppal, Hyderabad.**

ANNEXURE -1

Salary break-up

Name of employee: Pratyushkar Parichha
Department: B2B Operations
Designation: Lead Generation Executive

Annexure - Salary Structure

Fixed Salary Components	Annual	Monthly
Basic Salary	98,856	8,238
House Rent Allowance (HRA)	39,540	3,295
Conveyance	24,996	2,083
Medical Reimbursement	24,996	2,083
Bonus	8,244	687
Special Allowance	1,080	90
Gross salary (A)	197,712	16,476
Retirement Benefits		
Employer's contribution to Provident Fund (PF)	11,868	989
Employer's contribution to ESI	6,426	535
Gross Total (B)	18,294	1,524
Variable Pay		
Night Shift Allowance	24,000	2,000
Incentives	120,000	10,000
Gross Total C	144,000	12,000
Cost to Company (CTC) (A+B+C)	360,006	30,000
Deductions		
Employee's contribution to Provident Fund (PF)	11,868	989
Employee's contribution to ESI	1,483	124
Professional Tax	1,800	150
Net Deductions	15,151	1,263
Net Take Home	344,855	27,213
Variable Pay		
Incentives paid upon achieving points more than assigned monthly targets		
Night Shift Allowance will be Paid for actual worked days		

Please Note: Salary details are confidential and must be kept so. HR shall take appropriate disciplinary action in case you fail to maintain utmost confidentiality.

The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies

ANNEXURE 2

List Of Documents

I. At the time of joining, you are requested to submit hard copies & scanned copies of the following documents.

* Please note that all of the below documents are mandatory and you will not be allowed to join without them.

- Resolute B2B Offer letter.
- Academic and Professional certificates (starting from SSC/10th, Intermediate/+2, Degree, or any relevant educational certificates).
- Date of Birth Proof – 10th Certificate.
- Identification proof – Passport / PAN card
- Address proof – Aadhar card/ Driving licence/ Voter card/ Electricity bill.
- Copy of PAN card.
- Colour passport size photographs 5 No's.
- Relieving and experience certificate.
- A copy of last 3 month's salary slips and Bank statements (Applicable only in case of having prior work experience).
- Signature proof (Passport copy or Pan Card or 'Signature' certified by the banker).
- Names and address of 2 references with detailed postal address including pin code and contact telephone numbers both land line and mobile (references must be people other than family members or Resolute Group).
- Blood group certificate issued by a diagnostic clinic.

II. Please do bring the original testimonials for verification.

III. This offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in the support of the above, the Company reserves the right to revoke the offer at any point of time during your service.

Offer Letter

03-December-2021

Dear Mr. Shashidhar Papishetty

Congratulations!

With reference to the discussion had with you recently, it is our pleasure to make you an offer as **Lead Generation Executive** in our esteemed organization working out of our **Resolute B2B** office @ Uppal, Hyderabad.

1. Your proposed salary will be **Rs. 20,000** CTC per month. Kindly refer to the salary break-up in Annexure 1. TDS is applicable as per Government rules.
 2. Apart from monthly CTC you are eligible for performance likened incentives **Rs.10,000/-** per month (Paid upon achieving points more than assigned monthly targets)
 3. You are required to join on 17-January-2022, positively. (Any change in joining date must be obtained with prior approval from the Human Resources Department).
 4. Your Shift timings 5:15 pm to 3:00 am).
 5. Your probation period will be for a period of 3 months.
 6. During the course of association with us your performance will be reviewed regularly.
 7. You are required to sign a Non – Disclosure, Non - Compete Agreement (NDA) on the day you join.
 8. Kindly give your acceptance of the offer by written mail.
 9. This offer is open and valid till the above-mentioned joining date failing which; this offer shall stand automatically revoked without any further liability to you.
 10. You are requested to report to the HR Department at 5:00 PM on the given date to complete the documentation. At the time of documentation you are requested to submit the copies of documents as per Annexure 2.
- ** As per the company rules and would vary depending on the Income Tax rules.**

We welcome you to Resolute Group & Resolute B2B LLP and look forward to a mutually beneficial relationship.

Best Wishes,

**S Pavan Kumar
Human Resources
RESOLUTE B2B LLP**

**Address to report on your joining date - HYDERABAD Office:
3rd Floor, Wing B, NSL SEZ (Hyderabad) IDA Uppal, Hyderabad.**

ANNEXURE -1

Salary break-up

Name of employee: Shashidhar Papishetty
Department: B2B Operations
Designation: Lead Generation Executive

Annexure - Salary Structure

Fixed Salary Components	Annual	Monthly
Basic Salary	98,856	8,238
House Rent Allowance (HRA)	39,540	3,295
Conveyance	24,996	2,083
Medical Reimbursement	24,996	2,083
Bonus	8,244	687
Special Allowance	1,080	90
Gross salary (A)	197,712	16,476
Retirement Benefits		
Employer's contribution to Provident Fund (PF)	11,868	989
Employer's contribution to ESI	6,426	535
Gross Total (B)	18,294	1,524
Variable Pay		
Night Shift Allowance	24,000	2,000
Incentives	120,000	10,000
Gross Total C	144,000	12,000
Cost to Company (CTC) (A+B+C)	360,006	30,000
Deductions		
Employee's contribution to Provident Fund (PF)	11,868	989
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Professional Tax	1,800	150
Net Deductions	15,151	1,263
Net Take Home	344,855	27,213
Variable Pay		
Incentives paid upon achieving points more than assigned monthly targets		
Night Shift Allowance will be Paid for actual worked days		

Please Note: Salary details are confidential and must be kept so. HR shall take appropriate disciplinary action in case you fail to maintain utmost confidentiality.

The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies

ANNEXURE 2

List Of Documents

I. At the time of joining, you are requested to submit hard copies & scanned copies of the following documents.

* Please note that all of the below documents are mandatory and you will not be allowed to join without them.

- Resolute B2B Offer letter.
- Academic and Professional certificates (starting from SSC/10th, Intermediate/+2, Degree, or any relevant educational certificates).
- Date of Birth Proof – 10th Certificate.
- Identification proof – Passport / PAN card
- Address proof – Aadhar card/ Driving licence/ Voter card/ Electricity bill.
- Copy of PAN card.
- Colour passport size photographs 5 No's.
- Relieving and experience certificate.
- A copy of last 3 month's salary slips and Bank statements (Applicable only in case of having prior work experience).
- Signature proof (Passport copy or Pan Card or 'Signature' certified by the banker).
- Names and address of 2 references with detailed postal address including pin code and contact telephone numbers both land line and mobile (references must be people other than family members or Resolute Group).
- Blood group certificate issued by a diagnostic clinic.

II. Please do bring the original testimonials for verification.

III. This offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in the support of the above, the Company reserves the right to revoke the offer at any point of time during your service.

Offer Letter

03-December-2021

Dear Mr. Suraj Chittampally

Congratulations!

With reference to the discussion had with you recently, it is our pleasure to make you an offer as **Lead Generation Executive** in our esteemed organization working out of our **Resolute B2B** office @ Uppal, Hyderabad.

1. Your proposed salary will be **Rs. 20,000** CTC per month. Kindly refer to the salary break-up in Annexure 1. TDS is applicable as per Government rules.
 2. Apart from monthly CTC you are eligible for performance likened incentives **Rs.10,000/-** per month (Paid upon achieving points more than assigned monthly targets)
 3. You are required to join on 17-January-2022, positively. (Any change in joining date must be obtained with prior approval from the Human Resources Department).
 4. Your Shift timings 5:15 pm to 3:00 am).
 5. Your probation period will be for a period of 3 months.
 6. During the course of association with us your performance will be reviewed regularly.
 7. You are required to sign a Non – Disclosure, Non - Compete Agreement (NDA) on the day you join.
 8. Kindly give your acceptance of the offer by written mail.
 9. This offer is open and valid till the above-mentioned joining date failing which; this offer shall stand automatically revoked without any further liability to you.
 10. You are requested to report to the HR Department at 5:00 PM on the given date to complete the documentation. At the time of documentation you are requested to submit the copies of documents as per Annexure 2.
- ** As per the company rules and would vary depending on the Income Tax rules.**

We welcome you to Resolute Group & Resolute B2B LLP and look forward to a mutually beneficial relationship.

Best Wishes,

**S Pavan Kumar
Human Resources
RESOLUTE B2B LLP**

**Address to report on your joining date - HYDERABAD Office:
3rd Floor, Wing B, NSL SEZ (Hyderabad) IDA Uppal, Hyderabad.**

ANNEXURE -1

Salary break-up

Name of employee: Suraj Chittampally

Department: B2B Operations

Designation: Lead Generation Executive

Annexure - Salary Structure

Fixed Salary Components	Annual	Monthly
Basic Salary	98,856	8,238
House Rent Allowance (HRA)	39,540	3,295
Conveyance	24,996	2,083
Medical Reimbursement	24,996	2,083
Bonus	8,244	687
Special Allowance	1,080	90
Gross salary (A)	197,712	16,476
Retirement Benefits		
Employer's contribution to Provident Fund (PF)	11,868	989
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Net Deductions	15,151	1,263
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Variable Pay		
Incentives paid upon achieving points more than assigned monthly targets		
Night Shift Allowance will be Paid for actual worked days		

Please Note: Salary details are confidential and must be kept so. HR shall take appropriate disciplinary action in case you fail to maintain utmost confidentiality.

The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies

ANNEXURE 2

List Of Documents

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- Date of Birth Proof – 10th Certificate.
- Identification proof – Passport / PAN card
- Address proof – Aadhar card/ Driving licence/ Voter card/ Electricity bill.
- Copy of PAN card.
- Colour passport size photographs 5 No's.
- Relieving and experience certificate.
- A copy of last 3 month's salary slips and Bank statements (Applicable only in case of having prior work experience).
- Signature proof (Passport copy or Pan Card or 'Signature' certified by the banker).
- Names and address of 2 references with detailed postal address including pin code and contact telephone numbers both land line and mobile (references must be people other than family members or Resolute Group).
- Blood group certificate issued by a diagnostic clinic.

II. Please do bring the original testimonials for verification.

III. This offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in the support of the above, the Company reserves the right to revoke the offer at any point of time during your service.



placements biet <placements@biet.ac.in>

BYJU'S CAMPUS 2022 DRIVE RESULT- Bharat Institute of Engineering & Technology

2 messages

Byjus Campus <campus@byjus.com>

Mon, Mar 21, 2022 at 3:28 PM

To: placements@biet.ac.in

Cc: soumyasree babji <soumyasree.babji@byjus.com>



Hello

Greetings from Byju's.

Please find below the result for the Virtual campus drive held with Bharat Institute of Engineering & Technology.

A total of 1 student has been selected at BYJU'S – The Learning App.

Please note that an individual portal registration link and steps on how to register will be shared on their registered mail ids. The details with respect to offer letter, training and onboarding will only be discussed towards the end of course completion.

Name	Email Id	Contact No.	College	Profile
Kandakatla Nandini	nandinikandakatla569@gmail.com	9912158818	Bharat Institute of Engineering & Technology	Faculty

Heartiest Congratulations and we look forward to getting them on-boarded at BYJU'S.

Also, for smooth onboarding of the aforementioned candidates, please ensure that they are blocked for Byju's.

Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

Byjus Campus <campus@byjus.com>

Tue, Apr 5, 2022 at 12:22 PM

To: placements@biet.ac.in

Cc: soumyasree babji <soumyasree.babji@byjus.com>, jassim s <jassim.s@byjus.com>

Please find result of Faculty profile.

[Quoted text hidden]



placements bi et <placements@biet.ac.in>

BYJU'S CAMPUS 2022 DRIVE RESULT- Bharat Institute of Engineering & Technology

2 messages

Byjus Campus <campus@byjus.com>

Sat, Jan 15, 2022 at 1:09 PM

To: placements@biet.ac.in

Cc: Shivani Suhas <shivani.paranjape@byjus.com>

Hello

Greetings from Byju's!

Please find below the result for the Virtual campus drive held with- **Bharat Institute of Engineering & Technology**

A total of 01 students have been selected at BYJU'S – The Learning App.

Please note that an individual portal registration link and steps on how to register will be shared on their registered mail ids. The details with respect to offer letter, training and onboarding will only be discussed towards the end of course completion.

Ponugoti Adithi	ponugotiadithirao68264@gmail.com	9390413330	Bharat Institute of Engineering & Technology	Academic Specialist
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Heartiest Congratulations and we look forward to getting them on-boarded at BYJU'S.

Also, for smooth onboarding of the aforementioned candidates, please ensure that they are blocked for Byju's.

The future BYJUites will have few engage sessions "BYJU'S ENGAGE" with our team to create a bond and bring them on speed with the ecosystem, culture and progress of our company. The details and schedules for the same will be communicated well in advance.

Warm Regards

TEAM BYJU'S

Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

Byjus Campus <campus@byjus.com>

Tue, Apr 5, 2022 at 12:23 PM

To: placements@biet.ac.in

Cc: Shivani Suhas <shivani.paranjape@byjus.com>, jassim s <jassim.s@byjus.com>

Please find result of Academic Specialist profile.

On Sat, Jan 15, 2022 at 1:09 PM Byjus Campus <campus@byjus.com> wrote:

Hello

Greetings from Byju's!

Please find below the result for the Virtual campus drive held with- **Bharat Institute of Engineering & Technology**

A total of 01 students have been selected at BYJU'S – The Learning App.

Please note that an individual portal registration link and steps on how to register will be shared on their registered mail ids. The details with respect to offer letter, training and onboarding will only be discussed towards the end of course completion.

Ponugoti Adithi	ponugotiadithirao68264@gmail.com	9390413330	Bharat Institute of Engineering & Technology	Academic Specialist
-----------------	--	------------	--	---------------------

Heartiest Congratulations and we look forward to getting them on-boarded at BYJU'S.

Also, for smooth onboarding of the aforementioned candidates, please ensure that they are blocked for Byju's.

The future BYJUites will have few engage sessions "BYJU'S ENGAGE" with our team to create a bond and bring them on speed with the ecosystem, culture and progress of our company. The details and schedules for the same will be communicated well in advance.

Warm Regards

TEAM BYJU'S

Please consider the environment before printing this mail

06/04/2022, 11:41

BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY Mail - BYJU'S CAMPUS 2022 DRIVE RESULT- Bharat Institute o...

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



placements biet <placements@biet.ac.in>

BYJU'S CAMPUS 2022 DRIVE RESULT - Bharat Institute of Engineering & Technology

3 messages

Byjus Campus <campus@byjus.com>

Mon, Dec 13, 2021 at 4:51 PM

To: placements@biet.ac.in

Cc: sabiya shaikh <sabiya.shaikh@byjus.com>, samriddhi gupta <samriddhi.gupta@byjus.com>, rashmi kumari11 <rashmi.kumari11@byjus.com>



Hello

Greetings from Byju's.

Please find below the result for the Virtual campus drive held with Bharat Institute of Engineering & Technology

A total of 05 students have been selected for BDT role at BYJU'S – The Learning App.

Please note that an individual portal registration link and steps on how to register will be shared on their registered mail ids. The details with respect to offer letter, training and onboarding will only be discussed towards the end of course completion.

Banoth Saikiran	kirandpoppy3105@gmail.com	9701364509	Bharat Institute of Engineering & Technology	BDT
Valage Abhishek	abhishekabhi4812@gmail.com	8897746772	Bharat Institute of Engineering & Technology	BDT
Ashish Dayama	adityakareshia16@gmail.com	9399945000	Bharat Institute of Engineering & Technology	BDT
Vaddeman Naveen	vaddemannaveen@gmail.com	8106820616	Bharat Institute of Engineering & Technology	BDT
R Venu Gopal	revativenugopal75@gmail.com	7981470757	Bharat Institute of Engineering & Technology	BDT

Heartiest Congratulations and we look forward to getting them on-boarded at BYJU'S.

Also, for smooth onboarding of the aforementioned candidates, please ensure that they are blocked for Byju's.

The future BYJUites will have few engage sessions "BYJU'S ENGAGE" with our team to create a bond and bring them on speed with the ecosystem, culture and progress of our company. The details and schedules for the same will be communicated well in advance.

Please consider the environment before printing this mail

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placements biet <placements@biet.ac.in>

Tue, Dec 14, 2021 at 10:55 AM

To: Byjus Campus <campus@byjus.com>

Cc: sabiya shaikh <sabiya.shaikh@byjus.com>, samriddhi gupta <samriddhi.gupta@byjus.com>, rashmi kumari11 <rashmi.kumari11@byjus.com>

We thank Team BYJU'S for sharing the select list. We will disseminate the same to all the selects

Thanks & Regards,

S.M. RAW
CHIEF OF PLACEMENTS
Mob: +91 9666669343

Bharat Institute of Engineering and Technology
Mangalpally (V), Ibrahimpatnam (M)
Hyderabad, Telangana,
R.R.Dist- 501 510
Ph:(08414) 252313, 252399, 252647
Fax

:(08414) 252648
placements@biet.ac.in
www.biet.ac.in

[Quoted text hidden]

Byjus Campus <campus@byjus.com>
To: placements@biet.ac.in
Cc: jassim s <jassim.s@byjus.com>

Tue, Apr 5, 2022 at 12:24 PM

Please find result of BDT profile.

On Mon, Dec 13, 2021 at 4:51 PM Byjus Campus <campus@byjus.com> wrote:

[Quoted text hidden]

[Quoted text hidden]



placements biyet <placements@biyet.ac.in>

Fwd: Virtusa !! Pre - Onboarding Process || Reminder 2

Amuktha Inuganti <iamuktha@gmail.com>
To: placements biyet <placements@biyet.ac.in>

Fri, Feb 4, 2022 at 10:41 AM

----- Forwarded message -----

From: **GTP India** <GTP-India@virtusa.com>

Date: Wed, Jan 26, 2022, 16:11

Subject: Virtusa !! Pre - Onboarding Process || Reminder 2

To:

Dear All ,

As part of FY22 hiring, you have been selected to join Virtusa . As part of onboarding activity – we are planning to onboard tentatively from **April to June 22**. Hence request you to fill all the relevant details in the forms which is mandatory for onboarding purpose.

“ Please note we may onboard you before your final exam as exceptions” . In order to help you ,we might give you some flexibility during your final exam dates as per your timetable to accommodate exams.

Kindly complete this activity on or Before – 27th Jan 22.
Ignore if you have already filled

Link :-<https://forms.office.com/r/wyq1p66mrG>**Regards****Abhishek Doijode****Campus Lead****Virtusa -Recruitment**

Virtusa does not charge any fee at any stage of Recruitment & Selection process. Virtusa has not authorized any person/Agency/partner to collect any fee for Recruitment from candidates if at all you notice any such please consider as fake & Spam

"Virtusa is a worldwide provider of digital business strategy, digital engineering, and information technology (IT) services and solutions, serving Global 2000 companies across multiple industries. We help clients change, disrupt, and unlock new value with unmatched speed."

This message, including any attachments, contains confidential information intended for a specific individual and purpose, and is intended for the addressee only. Any unauthorized disclosure, use, dissemination, copying, or distribution of this message or any of its attachments or the information contained in this e-mail, or the taking of any action based on it, is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail and delete this message.



placements biet <placements@biet.ac.in>

PAVANI NAGILLA- VIRTUSA

1 message

Pavani Nagilla <pavaninagilla27@gmail.com>
To: placements@biet.ac.in

Tue, Jun 7, 2022 at 12:50 PM

On Fri, 4 Feb, 2022, 9:52 am Pavani Nagilla, <pavaninagilla27@gmail.com> wrote:

----- Forwarded message -----

From: **TASK Invites** <invites_task@telangana.gov.in>
Date: Tue, 28 Dec, 2021, 10:22 am
Subject: Need details regarding Virtusa offer - URGENT
To:

Dear Candidate,

You have been selected for Virtusa .

Request you to fill the details in <https://forms.gle/hJDfrvJk4ZedJBeN7> so that the company can roll out offer letters.

Last date to update the details : 11:00 am 28th December 2021 without fail.

Regards,
TASK Placement Team.





placements biet <placements@biet.ac.in>

Shashidhar Papishetty virtusa offer mail

1 message

Shashidhar Papishetty <shashank.papishetty@gmail.com>
To: placements@biet.ac.in

Tue, Jun 7, 2022 at 12:52 PM

----- Forwarded message -----

From: **TASK Invites** <invites_task@telangana.gov.in>

Date: Tue, 28 Dec, 2021, 10:28

Subject: Need details regarding Virtusa offer - URGENT

To:

Dear Candidate,

You have been selected for Virtusa .

Request you to fill the details in <https://forms.gle/hJDfrvJk4ZedJBeN7> so that the company can roll out offer letters.

Last date to update the details : 11:00 am 28th December 2021 without fail.

Regards,
TASK Placement Team.



Mr. Pally Shiva Kumar Reddy
Bharat Institute Of Engineering And Technology
Hyderabad
Telangana
India

Dear Pally Shiva Kumar Reddy,

Thank you for your keen interest in Virtusa Consulting Services Pvt Ltd, India. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be **May 24, 2022**.

You will be based at Virtusa's **Hyderabad** office. You will be on probation from your date of joining for a period of twelve months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Virtusa operates out of multiple locations in India and international countries, while accepting this offer, you also agree to be relocated to any part of India / International locations where we serve our clients or location where our clients operate out of, depending on the project requirements.

You agree to be flexible in accepting Technology / Domain / Role as per company needs to fulfill project requirements.

You are required to be adoptable for change in work hours based on the different time zone based on the company's nature of business & services to International clients and in accordance to the client's work hours as per the project requirement.

Upon accepting offer, you are expected to sign a two years' service agreement, terms and conditions will be detailed in the "Training Agreement".

Your Total Remuneration will be **Rs.450,000.00/- per annum** as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned or representative on or before **May 24, 2022**.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along with your confirmation of the offer letter. Upon joining, you shall be signing 'Employee Non-Disclosure Agreement' and other compliance related agreements with us.

Please note that the offer is valid subject to successful completion of your Background Verification.

Sincerely
for Virtusa Consulting Services Pvt Ltd, India,

I hereby accept employment on the terms set forth
in this Letter as of this ____ day of _____

Sundararajan Narayanan
Chief People Officer & Global Head of Human Resource

Pally Shiva Kumar Reddy

ANNEXURE-I

COMPENSATION & BENEFITS STRUCTURE		
NAME : Pally Shiva Kumar Reddy		
DESIGNATION : Associate Engineer-Technology		
TIER : Tier 4		
	Per Month (in ₹)	Per Annum (in ₹)
Base Components (A)		
Basic	14,000.00	168,000.00
HRA	7,000.00	84,000.00
Basket of Allowances (B)		
Leave Travel Assistance*	0.00	0.00
Phone & Internet Reimbursement	0.00	0.00
Advance Statutory Bonus**	1,500.00	18,000.00

Special Allowance	9,527.00	114,319.00
Food Reimbursement	0.00	0.00
Retirement Benefits (C)		
PF - Company's Contribution	1,800.00	21,600.00
Gratuity**	673.00	8,081.00
Fixed Compensation (A + B + C)	34,500.00	414,000.00
Variable Compensation (at 100%) Refer Annexure II for details	3,000.00	36,000.00
Cost to Company (Fixed Compensation + Variable Compensation at 100%)	37,500.00	450,000.00
<p><i>*LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India.</i></p> <p><i>**Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India.</i></p>		

for Virtusa Consulting Services Pvt Ltd, India,



Sundararajan Narayanan
Chief People Officer & Global Head of Human Resource

Pally Shiva Kumar Reddy

Annexure-II

PERFORMANCE BASED PAYOUT (Variable Compensation)

Dear Mr. Pally Shiva Kumar Reddy,

You will earn the Performance Incentive based on your Individual Performance, Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining.
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.
5. Company' s performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.
6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.
8. People rated as low performers will not be eligible for any payouts for that assessment period.
9. The payout would be made as per the timelines mentioned in Variable Payout guidelines for the respective H1 & H2 cycles, as applicable, based on the date of joining.
10. Mid-year rating will be used to arrive at the H1 variable pay (bonus) due amount and Year- end rating will be used to arrive at H2 variable pay (bonus) due amount.
11. Team member is expected to be actively employed as on the payout date to be eligible for annual payout.
12. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

13. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

for Virtusa Consulting Services Pvt Ltd, India,



Sundararajan Narayanan
Chief People Officer and Global Head of Human Resource

Pally Shiva Kumar Reddy

ANNEXURE-III

SUMMARY OF BENEFITS

You would be entitled for the below given benefits

Health Insurance:

The Company will insure you and a maximum of five immediate dependents for Hospitalization as per the policy for an amount of Rs.200,000/-. Details would be made available on joining.

Dependents details: Self+ Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws

Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):

The Company will insure you for 1 time for GPA& 1.5 times for GTL of the CTC with a minimum Cover of INR 15 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.

CTC for GTL & GPA coverage= Base Components (A)+ Basket of Allowances (B)

Maternity Benefit:

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

Marriage Gift:

All Employees getting married during their tenure at the Company are entitled to a gift voucher worth ₹10,000/- as a gesture of goodwill. Details would be made available on joining.

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For Virtusa Consulting Services Pvt Ltd, India,



Sundararajan Narayanan
Chief People Officer & Global Head of Human Resource

Pally Shiva Kumar Reddy

All Benefits are subject to revision at the discretion of Management from time to time.

EMPLOYMENT AGREEMENT

Mr. Pally Shiva Kumar Reddy,
Bharat Institute Of Engineering And Technology

This Agreement is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with Virtusa Consulting Services Pvt Ltd, India, No 34, IT Highway, Navalur, Chennai, Tamil Nadu, India, ("the Company") and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

Now it is hereby agreed between the parties as under:

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. **Designation and Employment:** The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;
- (b) Marks cards;
- (c) Degree certificates etc.,
- (d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;
- (e) Such other documents as required by the Human Resources Department.

(f) The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within 90 days of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **May 24, 2022** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at **No 34, IT Highway, Navalur, Chennai, Tamil Nadu, India**. Although, the Employee's initial place of work is at **Hyderabad, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.

3. **Probation Period:** The Employee's services will be on probation for an initial period of twelve (12) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.

4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 6** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.

5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.

6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.

7. Duties:

a) Specific Duties:

In view of the appointment of the Employment with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

b) General Duties:

The Employee shall during the continuance of his/ her employment

i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;

ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;

iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.

iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

8. **Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

9. Inventions and Intellectual Property:

a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

c) Assignment of Inventions

In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

d) Ownership and Assignment of other Intellectual Property Rights

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

e) Post – Employment Inventions

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

- 10. Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.

11. Notification:**i. Of New Employer**

In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.

ii. To New Employer

In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.

- 12. Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.

a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.

b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue, influence or otherwise be improper or embarrassing to the Company.

c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.

d. Initiating or approving any form of personal or social harassment of employees.

e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.

f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.

g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.

h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.

i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

- 13. Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.

- 14. Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.

- 15. Enhancement of professional skills::** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.

- 16. Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.

- 17. Internet and E-mail usage:** The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in

- the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
 19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
 20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
 21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.
 22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
 23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
 24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
 25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
 26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
 27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
 28. **Deputation:** While remaining permanently employed at **Hyderabad** the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
 29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
 30. **Termination of Employment:**
 - a. The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
 - b. Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.
 - c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving **three** months' notice or paying **three** months basic salary in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.
 - d. For the purposes of this clause:
 1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
 2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
 3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period served.
 4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee **earlier than the actual notice period** provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
 5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of **three** months, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.
 - e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:
 1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
 2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
 3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
 4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
 5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.
32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:
- Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company;
 - Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;
 - Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.
 - A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



Sundararajan Narayanan
Chief People Officer & Global Head of Human Resources

Offer electronically accepted by: Kumar Reddy, Pally Shiva
Offer electronically accepted on: May 21, 2022 8:00 PM
Offer electronically accepted from: 157.48.224.102



placements biet <placements@biet.ac.in>

Forwarded virtusa confirmatory mail

1 message

Sravani Jogi <sravanijogi1@gmail.com>
To: placements@biet.ac.in

Tue, Jun 7, 2022 at 8:07 PM

----- Forwarded message -----

From: **TASK Invites** <invites_task@telangana.gov.in>

Date: Tue, Dec 28, 2021, 10:28 AM

Subject: Need details regarding Virtusa offer - URGENT

To:

Dear Candidate,

You have been selected for Virtusa .

Request you to fill the details in <https://forms.gle/hJDfrvJk4ZedJBeN7> so that the company can roll out offer letters.

Last date to update the details : 11:00 am 28th December 2021 without fail.

Regards,
TASK Placement Team.



placements bi et <placements@bi et.ac.in>

Fwd: Offer with Virtusa - Congratulations!!!!

2 messages

IT_231 <sushmikaparepally@gmail.com>
To: "placements@bi et.ac.in" <placements@bi et.ac.in>

Fri, Dec 24, 2021 at 7:31 PM

----- Forwarded message -----

From: **GTP India** <GTP-India@virtusa.com>
Date: Thu, Dec 23, 2021, 9:30 PM
Subject: Offer with Virtusa - Congratulations!!!!
To:
Cc: ABHISHEK DOJODE <abhishekjode@virtusa.com>, placementexecutive4_cr_task@telangana.gov.in
<placementexecutive4_cr_task@telangana.gov.in>

Dear Candidate,

Congratulations!!!!

We are delighted to have you on board and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward for a long-lasting association with you.

At Virtusa each one of us play a significant role in achieving our Company's Vision and Mission.

We believe in a work culture that combines fun with discipline & adherence to the standards in alignment with the principles of professional conduct.

Your date of joining and location would be mentioned in offer letter and we are pleased to offer you **4.5LPA**. We will release the offer letter and plan for onboarding once your education is completed. For now this email can be treated as confirmation from our end

Considering current situation, your joining will happen virtual as of now. It may change basis the situation.

Kindly ensure to keep the documents on the day of Joining handy:

1. **Four Passport size photo with white Background.**
2. **Two Photocopies of the below (in A4 Size only)**
 - a. PAN Card , Aadhar Card and Passport
 - b. 10th (Mark sheet)
 - c. 12th/ Matriculation / Intermediate (Mark sheet)
 - d. Graduation (Marksheets)

Note: Please keep all the original documents for verification. The original documents will be reviewed online.**Few additional points and conditions:** -

1. Upon Joining, you shall undergo stipulated training and it is important that you are required to clear EIQ (Engineering IQ) assessment, which will be administered at the end of training program and the same would be evaluated with appropriate grades. Please note that not meeting the minimum expected grade as per EIQ eligibility criteria shall warrant for HR intervention to proceed with appropriate counselling or the actions as deem fit.
2. While Offer letter carries a location of posting, depending on the needs and changes, Organization has right to move the candidates to other locations across ATC in India depending on the business needs.

3. Considering current situation, the onboarding formalities & training shall be virtual – However, you are required to understand and report to the workplace on restoration of normalcy.
4. You are expected to sign a 2-year service agreement.
5. You are required to be flexible to pick up any profiles and work timing as per the requirements of the project.

Wishing you a great career with Virtusa!

Regards

GTP India

Campus Team

Virtusa

"Virtusa is a worldwide provider of digital business strategy, digital engineering, and information technology (IT) services and solutions, serving Global 2000 companies across multiple industries. We help clients change, disrupt, and unlock new value with unmatched speed."

This message, including any attachments, contains confidential information intended for a specific individual and purpose, and is intended for the addressee only. Any unauthorized disclosure, use, dissemination, copying, or distribution of this message or any of its attachments or the information contained in this e-mail, or the taking of any action based on it, is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail and delete this message.

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Sushmika <sushmikaparepally@gmail.com>
To: placements@biet.ac.in

Wed, Mar 30, 2022 at 2:14 PM

[Quoted text hidden]



Offer with Virtusa - Congratulations!!!!

1 message

GTP India <GTP-India@virtusa.com>

Thu, 23 Dec 2021 at 9:30 pm

Cc: ABHISHEK DOJODE <abhishekjode@virtusa.com>, placementexecutive4_cr_task@telangana.gov.in
<placementexecutive4_cr_task@telangana.gov.in>

Dear Candidate,

Congratulations!!!!

We are delighted to have you on board and hope you will enjoy your work at Virtusa.

Once again congratulations and welcome to Virtusa family. We look forward for a long-lasting association with you.

At Virtusa each one of us play a significant role in achieving our Company's Vision and Mission.

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- d. Graduation (Marksheets)

Note: Please keep all the original documents for verification. The original documents will be reviewed online.

Few additional points and conditions: -

1. Upon Joining, you shall undergo stipulated training and it is important that you are required to clear EIQ (Engineering IQ) assessment, which will be administered at the end of training program and the same would be evaluated with appropriate grades. Please note that not meeting the minimum expected grade as per EIQ eligibility criteria shall warrant for HR intervention to proceed with appropriate counselling or the actions as deem fit.
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4. You are expected to sign a 2-year service agreement.

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Wishing you a great career with Virtusa!

Regards

GTP India

Campus Team

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Offer Letter and Terms of Employment

Date: 18.01.2022

Dear **Pravalika Nune**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT. Further to our discussions, we are delighted to extend you an offer of employment. This offer is based on your profile, relevant work experience and performance in the selection process.

- Role: **Trainee**
- Designation: **Trainee**
- Grade: **A**

Your Total Target Compensation including all benefits will be Rs. 3,60,000/- (Three Lakh Sixty Thousand) per annum; upon Successful Completion of KPIT Elective (If Applicable).

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance through the system generated email within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to a positive background check and in case the background check comes out negative, company reserves the right to terminate your services with immediate effect.

You will be eligible for Gratuity, Medclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

For: KPIT Technologies Limited



Rahul Uplap
Associate Vice President
Global Head - Education & Competency Development (ECoDe)

OTHER BENEFITS

Annual Leave

- You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. You can refer to the Leave Policy on the "myWorld", KPIT's internal portal

Holidays

- You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
- Group Term Life Insurance cover of **INR 10,05,000.00/-**
- Group Personal Accident Insurance cover of **INR 20,00,000/-**

* The above Plan however can be modified on yearly basis at Employer's discretion

Annual Health Checkup

- You and your family (Spouse, Parents and Parents in law) will be eligible for the KPIT Annual Health Checkup organized every year.

* The above Plan however can be modified on yearly basis at Employer's discretion

Terms of Employment -

Bond

- You will also be required to sign a bond of 2 years on the date of joining the Company (For some additional technology trainings, there will be a separate additional bond). In the event of breaching the bond, there will be a penalty of INR 2,00,000 payable to the company in lieu of training costs. The detailed terms and conditions are given in the agreement. You acknowledge that you are willing to sign the bond at the time of joining.

Compensation Structure

- The structure of the compensation package offered to you will be as per the prevailing Company policy at the time of your joining.

Conditional Offer:

- The Offer is valid subject to :
 - a. Passing of KPIT PACE Assessment (if applicable)
- Your joining in the organization is subject to:
 - a. Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.
 - b. Submission of all the relevant academic certificates / mark sheets.
 - c. In case at the time of joining the Company OR within a time specified by the Company, the candidate is not able to produce the above documents, the Offer / employment will be terminated with immediate effect.

PACE & EkWip Program

- **PACE** (Program for Academic Collaboration and Engagement) is a KPIT flagship program, which provides foundation knowledge on the Automotive Technologies. The KPIT created courses are delivered to students while they are in the Institution for their degree program. It is recommended that Students can opt to undergo this program at their own choice to make themselves Industry ready.
- **EkWip** program is a KPIT program that engages the candidates who have been offered KPIT placement to make them KPIT ready even before they join us. This is a mandatory intense online program that is administered through digital technologies.
- Its mandatory for all the candidates who receive an offer from KPIT to complete the **PACE and EkWip** programs which includes assessments. The assessment scores will determine the on-boarding process.
- Course Contents, Subject Matter Expert's™ connects and assessments would be hosted through digital platforms.
- Course launch dates and duration will be communicated later, by the campus team.

Joining Date and Location

- Will be announced later by Campus team. Joining date and location depends on business need, batch planning and your PACE assessment score. On-boarding date is spread across the financial year.

KPIT Technologies Limited

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O +91 20 6770 6000
E info@kpit.com
W kpit.com

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.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Salary Review, Increments and Promotions

- Your performance and contribution to the company will be an important consideration for salary Review, increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT 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 KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Notice Period

- During your employment with KPIT, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice or 3 month's basic salary in lieu of the notice.
- The Company reserves the right to release the employee prior to the notice period taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. If you are covered under Deputation Agreement / International Assignment Agreement, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice as set out in the Separation Policy of KPIT
- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- The company retains the right to recover from you any expenses incurred by it about your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

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E info@kpit.com
W kpit.com

Employment in India

- 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 for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPIT's policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 days from the date of issue. Also, the company has made the offer of employment on the basis of the bonafide statements and facts provided by you. 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 which also includes termination of employment.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator that shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in State Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

Culture at KPIT:

- KPIT has open door policy which makes the work culture transparent and easy to approach
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club:

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - **sports, music, photography, art, theatre, treks.** Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR):

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR Initiatives:
 - Chhote Scientists
 - Water Conservation through mass volunteering
 - Reforestation Program
 - Meet the Social Legends

Document submission

1. You are required to submit your documents in TalentOjo before 2 weeks of your joining date, for which you would receive an email from us.
2. Along with document submission, you are also requested to update your personal information and verify the Non-Disclosure Agreement before uploading your signature.
3. National Apprenticeship Training Scheme (NATS) Enrollment (mandatory)
 - You must register on NATS portal to enroll yourself in apprentice.
 - It is compulsory for fresher to register on NATS, please consider doing this on priority before joining.
 - You need to get your 16 digits NATS enrollment number on day of joining.
 - Below is the link: <https://mhrdnats.gov.in/boat/contracts/getAllContracts.action>

Offer Letter and Terms of Employment

Date: 13.12.2021

Dear **Pavani Nagilla**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT. Further to our discussions, we are delighted to extend you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process.

- Role: **Trainee**
- Designation: **Trainee**
- Grade: **A**

Your Total Target Compensation including all benefits will be Rs. 4,00,000/- (Four Lakh) per annum; upon Successful Completion of KPIT Elective (If Applicable).

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance through the system generated email within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to following clauses:

- a. You are required to go through our Flagship Foundation Level Training program - 'Genesis', led by the Education and Competency Development (ECoDe) Team of KPIT. As Genesis program is designed to run online, it can be self-paced and attended along with your current curriculum.
- b. Your performance on this program would be assessed and tracked in the form of a Merit-List.
- c. The Genesis program would be followed by an Internship Program (online/offline or hybrid) for a stipulated duration, mapped to specific KPIT Delivery Verticals (Departments). Your commencement of internship in these verticals at KPIT would be determined basis the Merit-list and your overall academic obligations at the time. Additionally, your performance during the Internship period would decide the onboarding date for live vertical-specific projects at KPIT. Onboarding to live projects would commence only on completion of the final examinations.
- d. The selection and joining decision at KPIT will stand cancelled in the event of failure in the pen-ultimate / final semester BE Examinations or alternatively if the performance in Genesis program and Internship engagement is sub-par.

Remuneration during Genesis and Internship Programs:

- Stipend / salary is not applicable during the Genesis training program. Stipend will be paid out for the Internship duration only on successful clearing of the Genesis training modules and completion of the Internship engagement.
- Monthly salary would commence once allocated to live projects, at the end of the respective month.

You will be eligible for Gratuity, Medclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

For: KPIT Technologies Limited



Rahul Upalap
Associate Vice President
Global Head - Education & Competency Development (ECoDe)

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Holidays

- You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
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- You and your family (Spouse, Parents and Parents in law) will be eligible for the KPIT Annual Health Checkup organized every year.

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Terms of Employment -

Bond

- You will also be required to sign a bond of 2 years on the date of joining the Company (For some additional technology trainings, there will be a separate additional bond). In the event of breaching the bond, there will be a penalty of INR 2,00,000 payable to the company in lieu of training costs. The detailed terms and conditions are given in the agreement. You acknowledge that you are willing to sign the bond at the time of joining.

Compensation Structure

- The structure of the compensation package offered to you will be as per the prevailing Company policy at the time of your joining.

Conditional Offer:

- The Offer is valid subject to :
 - a. Passing of KPIT PACE Assessment (if applicable)
- Your joining in the organization is subject to:
 - a. Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.
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PACE & EkWip Program

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- Its mandatory for all the candidates who receive an offer from KPIT to complete the **PACE and EkWip** programs which includes assessments. The assessment scores will determine the on-boarding process.
- Course Contents, Subject Matter Expert's™ connects and assessments would be hosted through digital platforms.
- Course launch dates and duration will be communicated later, by the campus team.

Joining Date and Location

- Will be announced later by Campus team. Joining date and location depends on business need, batch planning and your PACE assessment score. On-boarding date is spread across the financial year.

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- Your performance and contribution to the company will be an important consideration for salary Review, increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT 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 KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Notice Period

- During your employment with KPIT, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice or 3 month's basic salary in lieu of the notice.
- The Company reserves the right to release the employee prior to the notice period taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. If you are covered under Deputation Agreement / International Assignment Agreement, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice as set out in the Separation Policy of KPIT
- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- The company retains the right to recover from you any expenses incurred by it about your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

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O +91 20 6770 6000
E info@kpit.com
W kpit.com

Employment in India

- 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 for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPIT's policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 days from the date of issue. Also, the company has made the offer of employment on the basis of the bonafide statements and facts provided by you. 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 which also includes termination of employment.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator that shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in State Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

Culture at KPIT:

- KPIT has open door policy which makes the work culture transparent and easy to approach
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club:

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - **sports, music, photography, art, theatre, treks.** Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR):

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR Initiatives:
 - Chhote Scientists
 - Water Conservation through mass volunteering
 - Reforestation Program
 - Meet the Social Legends

Document submission

1. You are required to submit your documents in TalentOjo before 2 weeks of your joining date, for which you would receive an email from us.
2. Along with document submission, you are also requested to update your personal information and verify the Non-Disclosure Agreement before uploading your signature.
3. National Apprenticeship Training Scheme (NATS) Enrollment (mandatory)
 - You must register on NATS portal to enroll yourself in apprentice.
 - It is compulsory for fresher to register on NATS, please consider doing this on priority before joining.
 - You need to get your 16 digits NATS enrollment number on day of joining.
 - Below is the link: <https://mhrdnats.gov.in/boat/contracts/getAllContracts.action>

Offer Letter and Terms of Employment

Date: 18.01.2022

Dear **Pranavi Chittimalla**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT. Further to our discussions, we are delighted to extend you an offer of employment. This offer is based on your profile, relevant work experience and performance in the selection process.

- Role: **Trainee**
- Designation: **Trainee**
- Grade: **A**

Your Total Target Compensation including all benefits will be Rs. 3,60,000/- (Three Lakh Sixty Thousand) per annum; upon Successful Completion of KPIT Elective (If Applicable).

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance through the system generated email within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to a positive background check and in case the background check comes out negative, company reserves the right to terminate your services with immediate effect.

You will be eligible for Gratuity, Medclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

For: KPIT Technologies Limited



Rahul Uplap
Associate Vice President
Global Head - Education & Competency Development (ECoDe)

OTHER BENEFITS

Annual Leave

- You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. You can refer to the Leave Policy on the "myWorld", KPIT's internal portal

Holidays

- You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
- Group Term Life Insurance cover of **INR 10,05,000.00/-**
- Group Personal Accident Insurance cover of **INR 20,00,000/-**

* The above Plan however can be modified on yearly basis at Employer's discretion

Annual Health Checkup

- You and your family (Spouse, Parents and Parents in law) will be eligible for the KPIT Annual Health Checkup organized every year.

* The above Plan however can be modified on yearly basis at Employer's discretion

Terms of Employment -

Bond

- You will also be required to sign a bond of 2 years on the date of joining the Company (For some additional technology trainings, there will be a separate additional bond). In the event of breaching the bond, there will be a penalty of INR 2,00,000 payable to the company in lieu of training costs. The detailed terms and conditions are given in the agreement. You acknowledge that you are willing to sign the bond at the time of joining.

Compensation Structure

- The structure of the compensation package offered to you will be as per the prevailing Company policy at the time of your joining.

Conditional Offer:

- The Offer is valid subject to :
 - a. Passing of KPIT PACE Assessment (if applicable)
- Your joining in the organization is subject to:
 - a. Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.
 - b. Submission of all the relevant academic certificates / mark sheets.
 - c. In case at the time of joining the Company OR within a time specified by the Company, the candidate is not able to produce the above documents, the Offer / employment will be terminated with immediate effect.

PACE & EkWip Program

- **PACE** (Program for Academic Collaboration and Engagement) is a KPIT flagship program, which provides foundation knowledge on the Automotive Technologies. The KPIT created courses are delivered to students while they are in the Institution for their degree program. It is recommended that Students can opt to undergo this program at their own choice to make themselves Industry ready.
- **EkWip** program is a KPIT program that engages the candidates who have been offered KPIT placement to make them KPIT ready even before they join us. This is a mandatory intense online program that is administered through digital technologies.
- Its mandatory for all the candidates who receive an offer from KPIT to complete the **PACE and EkWip** programs which includes assessments. The assessment scores will determine the on-boarding process.
- Course Contents, Subject Matter Expert's™ connects and assessments would be hosted through digital platforms.
- Course launch dates and duration will be communicated later, by the campus team.

Joining Date and Location

- Will be announced later by Campus team. Joining date and location depends on business need, batch planning and your PACE assessment score. On-boarding date is spread across the financial year.

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W kpit.com

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.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Salary Review, Increments and Promotions

- Your performance and contribution to the company will be an important consideration for salary Review, increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT 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 KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Notice Period

- During your employment with KPIT, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice or 3 month's basic salary in lieu of the notice.
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- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
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- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

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Employment in India

- 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 for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPIT's policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 days from the date of issue. Also, the company has made the offer of employment on the basis of the bonafide statements and facts provided by you. 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 which also includes termination of employment.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator that shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in State Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

Culture at KPIT:

- KPIT has open door policy which makes the work culture transparent and easy to approach
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club:

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - **sports, music, photography, art, theatre, treks.** Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR):

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR Initiatives:
 - Chhote Scientists
 - Water Conservation through mass volunteering
 - Reforestation Program
 - Meet the Social Legends

Document submission

1. You are required to submit your documents in TalentOjo before 2 weeks of your joining date, for which you would receive an email from us.
2. Along with document submission, you are also requested to update your personal information and verify the Non-Disclosure Agreement before uploading your signature.
3. National Apprenticeship Training Scheme (NATS) Enrollment (mandatory)
 - You must register on NATS portal to enroll yourself in apprentice.
 - It is compulsory for fresher to register on NATS, please consider doing this on priority before joining.
 - You need to get your 16 digits NATS enrollment number on day of joining.
 - Below is the link: <https://mhrdnats.gov.in/boat/contracts/getAllContracts.action>

Offer Letter and Terms of Employment

Date: 13.12.2021

Dear **Ramavath Praveen Naik**,

At the outset, we would like to extend our sincere thanks for exploring career opportunities with KPIT. Further to our discussions, we are delighted to extend you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process.

- Role: **Trainee**
- Designation: **Trainee**
- Grade: **A**

Your Total Target Compensation including all benefits will be Rs. 4,00,000/- (Four Lakh) per annum; upon Successful Completion of KPIT Elective (If Applicable).

You shall be governed by the terms and conditions of service during your employment with KPIT as per existing policies and those that may be amended from time to time.

Kindly confirm your acceptance through the system generated email within 7 days from the date of this offer beyond which this offer is considered null and void. Your offer is subject to following clauses:

- a. You are required to go through our Flagship Foundation Level Training program - 'Genesis', led by the Education and Competency Development (ECoDe) Team of KPIT. As Genesis program is designed to run online, it can be self-paced and attended along with your current curriculum.
- b. Your performance on this program would be assessed and tracked in the form of a Merit-List.
- c. The Genesis program would be followed by an Internship Program (online/offline or hybrid) for a stipulated duration, mapped to specific KPIT Delivery Verticals (Departments). Your commencement of internship in these verticals at KPIT would be determined basis the Merit-list and your overall academic obligations at the time. Additionally, your performance during the Internship period would decide the onboarding date for live vertical-specific projects at KPIT. Onboarding to live projects would commence only on completion of the final examinations.
- d. The selection and joining decision at KPIT will stand cancelled in the event of failure in the pen-ultimate / final semester BE Examinations or alternatively if the performance in Genesis program and Internship engagement is sub-par.

Remuneration during Genesis and Internship Programs:

- Stipend / salary is not applicable during the Genesis training program. Stipend will be paid out for the Internship duration only on successful clearing of the Genesis training modules and completion of the Internship engagement.
- Monthly salary would commence once allocated to live projects, at the end of the respective month.

You will be eligible for Gratuity, Medclaim and Group Personal Accident Insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at KPIT only upon submitting your valid testimonials and related joining formalities.

A new assignment, work place and colleagues, await you to jump start to achieve the company's vision of building a global Mobility Organization. Work life at KPIT is all about mobility, enabling our customers by accelerating implementation of next generation mobility technologies. We value fun as an integral part of our culture.

For: KPIT Technologies Limited



Rahul Upal
Associate Vice President
Global Head - Education & Competency Development (ECoDe)

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OTHER BENEFITS

Annual Leave

- You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion. You can refer to the Leave Policy on the "myWorld", KPIT's internal portal

Holidays

- You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site, you must follow holidays observed by customer.

Benefits Coverage

- Group Medical Insurance cover of **INR 6,00,000.00/-**
- Group Term Life Insurance cover of **INR 10,05,000.00/-**
- Group Personal Accident Insurance cover of **INR 20,00,000/-**

* The above Plan however can be modified on yearly basis at Employer's discretion

Annual Health Checkup

- You and your family (Spouse, Parents and Parents in law) will be eligible for the KPIT Annual Health Checkup organized every year.

* The above Plan however can be modified on yearly basis at Employer's discretion

Terms of Employment -

Bond

- You will also be required to sign a bond of 2 years on the date of joining the Company (For some additional technology trainings, there will be a separate additional bond). In the event of breaching the bond, there will be a penalty of INR 2,00,000 payable to the company in lieu of training costs. The detailed terms and conditions are given in the agreement. You acknowledge that you are willing to sign the bond at the time of joining.

Compensation Structure

- The structure of the compensation package offered to you will be as per the prevailing Company policy at the time of your joining.

Conditional Offer:

- The Offer is valid subject to :
 - a. Passing of KPIT PACE Assessment (if applicable)
- Your joining in the organization is subject to:
 - a. Completion of degree in stipulated time frame, without keeping any terms/backlog and is eligible for award of degree certificate by the respective University.
 - b. Submission of all the relevant academic certificates / mark sheets.
 - c. In case at the time of joining the Company OR within a time specified by the Company, the candidate is not able to produce the above documents, the Offer / employment will be terminated with immediate effect.

PACE & EkWip Program

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- Its mandatory for all the candidates who receive an offer from KPIT to complete the **PACE and EkWip** programs which includes assessments. The assessment scores will determine the on-boarding process.
- Course Contents, Subject Matter Expert's™ connects and assessments would be hosted through digital platforms.
- Course launch dates and duration will be communicated later, by the campus team.

Joining Date and Location

- Will be announced later by Campus team. Joining date and location depends on business need, batch planning and your PACE assessment score. On-boarding date is spread across the financial year.

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- 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.

Mobility

- KPIT reserves the right to transfer / utilize your services at any of its offices, work sites, or outside India, on the terms and conditions as applicable to you at the time of transfer.

Salary Review, Increments and Promotions

- Your performance and contribution to the company will be an important consideration for salary Review, increments and promotions
- You will be considered for salary review and promotions as per the company's policies effective from time to time.

Alternative Employment

- As a full-time employee of KPIT, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of KPIT

Confidentiality Agreement

- As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of KPIT and its clients

Overseas Agreement / International Assignment Agreement

- If you are on international assignment, you will be covered by the KPIT International Assignment policy from the date of deputation, accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s).
- In case of every international assignment that exceeds 30 days, you will be required to serve notice period KPIT as per the policy. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to KPIT and its associates. This transfer of knowledge and information is essential for KPIT 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 KPIT for a minimum period of 12 months on completion of training

KPIT Code of Conduct

- You are required to sign the KPITs Code of Conduct and follow the same in your day to day conduct as an employee of KPIT

Notice Period

- During your employment with KPIT, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice or 3 month's basic salary in lieu of the notice.
- The Company reserves the right to release the employee prior to the notice period taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period. If you are covered under Deputation Agreement / International Assignment Agreement, either you or KPIT can terminate the appointment by giving 90 calendar day's written notice as set out in the Separation Policy of KPIT
- KPIT reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- The company retains the right to recover from you any expenses incurred by it about your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- The company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members.
- The Company also reserves the right to recover the period costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment.

Retirement

- You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

KPIT Technologies Limited

Registered & Corporate Office: Plot 17, Rajiv Gandhi Infotech Park, MIDC-SEZ, Phase III, Maan, Taluka - Mulshi, Hinjawadi, Pune - 411057, India. | CIN: U74999PN2018PLC174192

O +91 20 6770 6000
E info@kpit.com
W kpit.com

Employment in India

- 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 for permanent employment with KPIT. Keeping your permit / permission up to date during the course of employment with KPIT and submitting a valid copy of that to KPIT is your responsibility

Letter of Appointment

- You will be issued a letter of appointment at the time of your joining and completing joining formalities as per KPIT's policy

Terms and Conditions

- The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment

Rules and Regulations of the Company

- Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of KPIT as applicable to you and the changes therein from time to time.

Compliance to all clauses

- You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle KPIT in withdrawing this offer letter at its sole discretion.

Validity:

- This offer is valid for a period of 7 days from the date of issue. Also, the company has made the offer of employment on the basis of the bonafide statements and facts provided by you. 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 which also includes termination of employment.
- In case you decide to end your employment with the Company or the Company terminates your services for any reason before you complete one year of employment with the Company,
- the company retains the right to recover from you any expenses incurred by it in connection with your recruitment including, but not limited to, fees paid to consultant, joining benefits paid to you (if any), etc. and
- the company retains the right to recover from you any expenses incurred by it for processing any visa/ work permit for you and/or any of your family members

Arbitration

- Any dispute concerning the subject matter of the present appointment letter or Confidentiality & IPR Assignment Undertaking or the breach, termination or validity thereof which shall include but not limited to issue as to the interpretation, operation, or effect of any clause contained in it or any other difference arising (a 'Dispute') shall be first attempted to be settled mutually, failing in which, the dispute shall be referred to the sole arbitrator to be appointed mutually.
- In case the Arbitrator is not appointed mutually, the dispute shall be referred to the arbitrator that shall be appointed by the High Court of Judicature of Bombay on an application in that behalf by either of the party as per the provisions of the Arbitration and Conciliation Act 1996.
- The place of arbitration shall be city of Pune, Maharashtra. The language of proceedings shall be English. The dispute shall be subject to and governed by the laws prevalent in India. However, in case of any difference on provisions of law in State Law and Central Law on a particular subject, state laws applicable in state of Maharashtra shall prevail.

Culture at KPIT:

- KPIT has open door policy which makes the work culture transparent and easy to approach
- It always gives opportunities and challenges beyond your current role to prove yourself and achieve greater heights
- KPIT has an open culture, a great work environment, and offers a sense of belonging to employees, which is conducive to future growth.
- KPIT is the perfect place for someone looking for a challenging, fast growing environment with opportunities to take on bigger responsibilities and learn cross functional skills
- With a relatively flat organizational structure, KPIT encourages innovative thinking and gives everyone a sound hearing, regardless of the seniority of the individual.
- Channelization of raw energy and execution of good ideas is brought in by young employees like you.
- KPIT gives you a platform for new ideas and a lot of innovation is fostered here.
- Gives you an opportunity to discuss ideas with the senior management and be enabled to execute them, at a relatively early stage of your career.

The Dhoom Club:

- Where passion comes alive, where a world of awesomeness, away from the drudgeries of mundane work awaits you, where we take fun seriously! Dhoom caters to a wide variety of interests - **sports, music, photography, art, theatre, treks.** Get ready to showcase your talent even at Work!

Corporate Social Responsibility (CSR):

- Community Contribution is one of the seven core values at KPIT. It has a significant mention in our mission and vision to reflect our commitment towards it.
- Few of our CSR Initiatives:
 - Chhote Scientists
 - Water Conservation through mass volunteering
 - Reforestation Program
 - Meet the Social Legends

Document submission

1. You are required to submit your documents in TalentOjo before 2 weeks of your joining date, for which you would receive an email from us.
2. Along with document submission, you are also requested to update your personal information and verify the Non-Disclosure Agreement before uploading your signature.
3. National Apprenticeship Training Scheme (NATS) Enrollment (mandatory)
 - You must register on NATS portal to enroll yourself in apprentice.
 - It is compulsory for fresher to register on NATS, please consider doing this on priority before joining.
 - You need to get your 16 digits NATS enrollment number on day of joining.
 - Below is the link: <https://mhrdnats.gov.in/boat/contracts/getAllContracts.action>

Ref: DS/Offer/2022/02/18
Date: 18th February 2022

Dear Mr Shashidhar Papishetty

We are pleased to offer you a position as **“Software Engineer (Intern)”** at Dhruvsoft Services Private Limited, Hyderabad.

On Joining Dhruvsoft, you will be given the benefit of formal on the job training at our office. After successful completion of initial training / probation of six months you will be placed as **“Software Engineer”** in our company.

Your emoluments will be as follows –

First year of employment	CTC of Rs. 2.50 lacs per annum
Second year of employment	CTC of Rs. 3.20 lacs per annum

Please refer to the attached details of benefits / terms of this offer and salary breakup in annexure 1. We would appreciate your confirmed acceptance of this offer in the enclosed format within seven days of the issue date.

Mentioned below are the details of your joining the Company:

Date of joining	1 st August 2022
Location	Hyderabad, India

You are required to complete the pre joining training / self-learning before the date of joining. You will be provided instructions related to this after the acceptance of this offer.

Please note that you are required to produce this letter at the time of joining in the company. Also please carry your documents as per Annexure 2 at the time of joining.

Yours Sincerely,
From Dhruvsoft Services Private Limited

Sunil Khanna
Director

Candidate Address:
12-35, Ganesh Nagar, Hasanparthy,
Warangal, Telangana-506371.

Encl.

- (1) Important terms / acceptance letter
- (2) Salary breakup
- (3) List of documents required at the time of joining

Ref: DS/Offer/2022/02/18
Date: 18th February 2022

Dear Mr Omkaram Surya Kiran

We are pleased to offer you a position as **“Software Engineer (Intern)”** at Dhruvsoft Services Private Limited, Hyderabad.

On Joining Dhruvsoft, you will be given the benefit of formal on the job training at our office. After successful completion of initial training / probation of six months you will be placed as **“Software Engineer”** in our company.

Your emoluments will be as follows –

First year of employment	CTC of Rs. 2.50 lacs per annum
Second year of employment	CTC of Rs. 3.20 lacs per annum

Please refer to the attached details of benefits / terms of this offer and salary breakup in annexure 1. We would appreciate your confirmed acceptance of this offer in the enclosed format within seven days of the issue date.

Mentioned below are the details of your joining the Company:

Date of joining	1 st August 2022
Location	Hyderabad, India

You are required to complete the pre joining training / self-learning before the date of joining. You will be provided instructions related to this after the acceptance of this offer.

Please note that you are required to produce this letter at the time of joining in the company. Also please carry your documents as per Annexure 2 at the time of joining.

Yours Sincerely,
From Dhruvsoft Services Private Limited

Sunil Khanna
Director

Candidate Address:
2-20-3/11/9, Adarsh Nagar, Uppal,
Hyderabad, 500039.

Encl.

- (1) Important terms / acceptance letter
- (2) Salary breakup
- (3) List of documents required at the time of joining

Ref: DS/Offer/2022/02/18
Date: 18th February 2022

Dear Mr Gandra Sandeep Rao

We are pleased to offer you a position as **“Software Engineer (Intern)”** at Dhruvsoft Services Private Limited, Hyderabad.

On Joining Dhruvsoft, you will be given the benefit of formal on the job training at our office. After successful completion of initial training / probation of six months you will be placed as **“Software Engineer”** in our company.

Your emoluments will be as follows –

First year of employment	CTC of Rs. 2.50 lacs per annum
Second year of employment	CTC of Rs. 3.20 lacs per annum

Please refer to the attached details of benefits / terms of this offer and salary breakup in annexure 1. We would appreciate your confirmed acceptance of this offer in the enclosed format within seven days of the issue date.

Mentioned below are the details of your joining the Company:

Date of joining	1 st August 2022
Location	Hyderabad, India

You are required to complete the pre joining training / self-learning before the date of joining. You will be provided instructions related to this after the acceptance of this offer.

Please note that you are required to produce this letter at the time of joining in the company. Also please carry your documents as per Annexure 2 at the time of joining.

Yours Sincerely,
From Dhruvsoft Services Private Limited

Sunil Khanna
Director

Candidate Address:

Road No 12, Alwal(M), Medchal(Dist),
Telangana-500010.

Encl.

- (1) Important terms / acceptance letter
- (2) Salary breakup
- (3) List of documents required at the time of joining

Ref: DS/Offer/2022/02/18
Date: 18th February 2022

Dear Ms B Supriya

We are pleased to offer you a position as **“Software Engineer (Intern)”** at Dhruvsoft Services Private Limited, Hyderabad.

On Joining Dhruvsoft, you will be given the benefit of formal on the job training at our office. After successful completion of initial training / probation of six months you will be placed as **“Software Engineer”** in our company.

Your emoluments will be as follows –

First year of employment	CTC of Rs. 2.50 lacs per annum
Second year of employment	CTC of Rs. 3.20 lacs per annum

Please refer to the attached details of benefits / terms of this offer and salary breakup in annexure 1. We would appreciate your confirmed acceptance of this offer in the enclosed format within seven days of the issue date.

Mentioned below are the details of your joining the Company:

Date of joining	1 st August 2022
Location	Hyderabad, India

You are required to complete the pre joining training / self-learning before the date of joining. You will be provided instructions related to this after the acceptance of this offer.

Please note that you are required to produce this letter at the time of joining in the company. Also please carry your documents as per Annexure 2 at the time of joining.

Yours Sincerely,
From Dhruvsoft Services Private Limited

Sunil Khanna
Director

Candidate Address:
2-35, Nallavelly, Nagarkurnool, Telangana.

Encl.
(1) Important terms / acceptance letter
(2) Salary breakup
(3) List of documents required at the time of joining



December 20, 2021
Hyderabad, Telangana

Sripathi akhila reddy
9381703060
18e11a04g2@biet.ac.in

Sub: "Employment with TuringMinds.ai".

Dear Sripathi akhila reddy,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Sripathi akhila reddy, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Sripathi akhila reddy

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 28, 2021
Hyderabad, Telangana

Sanku Apoorva
9381413065
sankuapoorva45@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Sanku Apoorva,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 28, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Sanku Apoorva, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Sanku Apoorva

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as Data Scientist.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Ashish Dayama
8328460288
adityakareshia16@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Ashish Dayama,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Ashish Dayama, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Ashish Dayama

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

ANNEXURE - C

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Akshaya Bathina
9515372577
akshayareddy237@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Akshaya Bathina,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Akshaya Bathina, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Akshaya Bathina

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Chittireddy Aparna
7993676453
18e11a0490@biet.ac.in

Sub: "Employment with TuringMinds.ai".

Dear Chittireddy Aparna,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Chittireddy Aparna, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Chittireddy Aparna

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Gaddi Prasuna
6302795760
gprasuna25@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Gaddi Prasuna,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Gaddi Prasuna, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Gaddi Prasuna

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

SOWMYA SRI GUNTUPALLY
9381235431
18e11a0497@biet.ac.in

Sub: "Employment with TuringMinds.ai".

Dear SOWMYA SRI GUNTUPALLY,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, SOWMYA SRI GUNTUPALLY, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: SOWMYA SRI GUNTUPALLY

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

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TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Harshini Kanuri
8185079247
Kanuriharshini@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Harshini Kanuri,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Harshini Kanuri, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Harshini Kanuri

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Jatin Jangid
9381112395
jatinjangid18@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Jatin Jangid,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Jatin Jangid, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Jatin Jangid

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Manasa Karra
9676624975
manasareddykarra15@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Manasa Karra,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Manasa Karra, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Manasa Karra

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Nallavolu swetha
9391695285
18e11a0465@biet.ac.in

Sub: "Employment with TuringMinds.ai".

Dear Nallavolu swetha,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Nallavolu swetha, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Nallavolu swetha

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Gujja Navya Jyothi Reddy
6303191012
navyagujja@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Gujja Navya Jyothi Reddy,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Gujja Navya Jyothi Reddy, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Gujja Navya Jyothi Reddy

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
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Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Chittimalla pranavi
6304762402
18e11a0450@biet.ac.in

Sub: "Employment with TuringMinds.ai".

Dear Chittimalla pranavi,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

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Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Chittimalla pranavi, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Chittimalla pranavi

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
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Conveyance allowance	1600	19200
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1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

R. Venu gopal
7981470757
revativenugopal75@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear R. Venu gopal,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, R. Venu gopal, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: R. Venu gopal

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

S.Srija Reddy
8978543798
sannapureddysrija789@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear S.Srija Reddy,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, S.Srija Reddy, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: S.Srija Reddy

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Rapolu Sahithi
8374767271
Sahithirapolu5@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Rapolu Sahithi,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Rapolu Sahithi, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Rapolu Sahithi

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Tera Sai Sree
6302165284
saisreeredy777@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Tera Sai Sree,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Tera Sai Sree, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Tera Sai Sree

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 23, 2021
Hyderabad, Telangana

P Sandeep
9182022463
19e15a0204@biet.ac.in

Sub: "Employment with TuringMinds.ai".

Dear P Sandeep,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
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As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, P Sandeep, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: P Sandeep

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
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1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
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 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as Data Scientist.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 20, 2021
Hyderabad, Telangana

Sangeetha K
8668979345
Sangeethakatre22@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Sangeetha K,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 24, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Sangeetha K, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Sangeetha K

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



December 28, 2021
Hyderabad, Telangana

Shankar Tejaswini
8688901105
tejaswinishankar1107@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Shankar Tejaswini,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 28, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Shankar Tejaswini, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Shankar Tejaswini

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as Data Scientist.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.

501_Shashidhar.pdf

Open with



December 20, 2021
Hyderabad, Telangana

Shashidhar Papishetty
6309878857
shashank.papishetty@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Shashidhar Papishetty,

Congratulations! You have been selected as "Data Scientist" w
(for the first 9 months), you will be paid a stipend of INR 10,000

During the training period, you must fulfill the following condition

1. You shall complete your under-graduate degree with a :
time frame; and
2. You shall complete the 9-month pre-employment train
Annexure C)

On fulfilling both the conditions, you would be confirmed as "[
remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**
Details pertaining to your specialization and training are provide
discrepancies were to be found in the details furnished by you, 1
Please note that your Location of work is going to be

Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032

As a TuringMinds employee, you will be expected to abide by al
and comply with TuringMinds's Non-Disclosure Agreement. You
any agreements, obligations or understanding that you may have

The deadline for completing joining process with TuringMinds i
Data Scientist will start from December 29, 2021. We look forw

Sincerely



December 28, 2021
Hyderabad, Telangana

Sneha Alampally
6301561787
snehaallampally5@gmail.com

Sub: "Employment with TuringMinds.ai".

Dear Sneha Alampally,

Congratulations! You have been selected as "Data Scientist" with TuringMinds.ai. During the training period (for the first 9 months), you will be paid a stipend of INR 10,000 per month.

During the training period, you must fulfill the following conditions

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Data Scientist" with a minimum gross annual remuneration of **INR 620000(Six Lakh Twenty Thousand Only)**. The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer. Please note that your Location of work is going to be

**Wing A, 2nd Floor
Jyothi Imperial
Janardhana Hills, Gachibowli
Hyderabad - 500032**

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is December 28, 2021. Your employment as Data Scientist will start from December 29, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director – Human Resources

I, Sneha Alampally, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Sneha Alampally

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	15000	180,000
HRA (50% of the basic)	6000	72,000
Food Coupons	2200	26,400
Other allowances	12817	153,804
Performance incentive (16% of the basic)	2250	27,000
Employee contribution of PF	1800	21,600
Conveyance allowance	1600	19200
Education Loan Reimbursement	10000	120,000
Gross Emoluments	51667	620,004

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing this offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of INR 4,00,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as Data Scientist.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificates in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- e. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, [if available]

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.

Jan 25, 2022

Ms Boojanoor Durgabhavani

durgabhavani2520@gmail.com

Candidate Id: CN20220221

Dear Boojanoor Durgabhavani,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms. Boojanoor Durgabhavani	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Mr Komiresett Yeshwanth Sai

yeshwanthsai1432@gmail.com

Candidate Id: CN20220229

Dear Komiresett Yeshwanth Sai,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Mr. Komiresett Yeshwanth Sai	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Ms Saipreethi Martha

marthasaipreethi@gmail.com

Candidate Id: CN20220223

Dear Saipreethi Martha,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms. Saipreethi Martha	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Mr Chetan Reddy Vundayala

chetanreddy0587@gmail.com

Candidate Id: CN20220228

Dear Chetan Reddy Vundayala,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Mr. Chetan Reddy Vundayala	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Mr Koppula Chetan

19e15a0206@biet.ac.in

Candidate Id: CN20220219

Dear Koppula Chetan,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Mr. Koppula Chetan	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Mr Sarath Mohan Sunkari

sarathpowar31@gmail.com

Candidate Id: CN20220231

Dear Sarath Mohan Sunkari,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Mr. Sarath Mohan Sunkari	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Mr Odde Venkatesh

venkateshodde143@gmail.com

Candidate Id: CN20220224

Dear Odde Venkatesh,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Mr. Odde Venkatesh	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Ms Annabathini Samanvitha
samanvitha.annabathini@gmail.com
Candidate Id: CN20220226

Dear Annabathini Samanvitha,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms. Annabathini Samanvitha	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Ms Pravalika Nune

nunepravalika2001@gmail.com

Candidate Id: CN20220230

Dear Pravalika Nune,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms. Pravalika Nune	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Ms Shravya Chittaboina

shravyachittaboina@gmail.com

Candidate Id: CN20220220

Dear Shravya Chittaboina,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Mr. Shravya Chittaboina	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Ms T Sravya

sravyareddy16402@gmail.com

Candidate Id: CN20220227

Dear T Sravya,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms. T Sravya	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Mr Tharun Goud

amaravaitharun13@gmail.com

Candidate Id: CN20220222

Dear Tharun Goud,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as a **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Mr. Tharun Goud	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Jan 25, 2022

Ms Vanguri Sabitha

sabithavanguri55@gmail.com

Candidate Id: CN20220225

Dear Vanguri Sabitha,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance-based pay. In addition, you will be provided with other allowances up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

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Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms. Vanguri Sabitha	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu

Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

**Letter Of Intent (LoI)****Ref No:** SoCT/LoI/ET**Date:** 03-12-2021**Name:** Harshavardhan Kandlakunta**College:** BHARAT INSTITUTE Of ENGINEERING AND TECHNOLOGY**Dear** Harshavardhan Kandlakunta,**Sub:** Selection as **Engineer Trainee** - Regarding

Based on your performance in the written test and subsequent interview conducted by VEDA IIT, a Unit of The VEDA Educational Society (hereinafter referred to as "**VEDA IIT**" and shall include its successors and permitted assigns), we are pleased to inform you that you have been provisionally selected by SoCtronics Technologies Pvt. Ltd., (the "Company" and includes its successors and permitted assigns) for undergoing six-month training at VEDA IIT and the Company in the domain of Application SW Development which is being conducted by VEDA IIT (hereinafter collectively referred to as the ("Training Program"). After the successful completion of the Training Program that is likely to take 6 months (or such extended period required to complete the training formalities which shall be intimated in advance), you will be offered employment as **Engineer Trainee** in the Company. At the time of joining the Company and during your employment with the Company you may be deployed to work at any of the Company locations or with any of the Company's customer locations or at those of the affiliated companies in India/abroad as the case may be and you shall be willing to take up the given responsibilities.

VEDA IIT is expected to schedule the Training Program on **Jan 17, 2022** and you are expected to join this batch and need to complete all joining formalities. However, schedule given is tentative and is subject to change at the discretion of SoCtronics Technologies Pvt. Ltd..

After successful completion of the Training Program as per the assessment criteria laid out by VEDA IIT and strict adherence to the code of conduct and character formulated by VEDA IIT, you will be absorbed on the rolls of the Company and during the first year of employment you will be designated as Engineer Trainee and will undergo on-the-job training. During your Employment as Engineer Trainee and thereafter, you are required to discharge your duties, conform to and comply with all the rules and regulations of the Company and shall not do or cause to be done anything against or contrary to the interests of the Company. The salary offered at any stage is to be treated as Cost to Company (CTC) implying that it includes all direct and indirect benefits applicable at that time.

I. Joining Formalities to be completed are as follows:

- Within **3 days** of receiving the LoI, provide a confirmation of your joining the Training Program in Application SW Development tentatively on Jan 17, 2022 or anydate rescheduled by VEDA IIT which shall be intimated in advance and submit your consent by duly signing on all pages of this LoI in the footer column and send the same to the Company.
- Within **1 week**, provide self-attested photocopies of all your marks sheets starting from Class 10 onwards.

Place:

Date:

Name:

Signature:

II. Formalities to be completed **3 Weeks** prior to joining the Training Program are as follows:

As stated above, the Company has selected you for the position of Engineer Trainee, which would initially involve an extensive Training Program with VEDA IIT in **Application SW Development** for imparting certain basic concepts and the required level of skills, for effectively carrying out the responsibilities assigned to you. As part of on-the-job training, the Company seeks to provide various opportunities towards skill development, training in technical know-how and other professional exposures by imparting valuable training through qualified and experienced personnel in addition to offering excellent infrastructure and facilities, that all add to the costs incurred by the Company including its impact on the goodwill and reputation of the Company. Accordingly, in consideration of the above, by signing this Lol and other agreements, as may be required, you hereby agree to successfully complete the Training Program and commence employment with the Company for a minimum period of Three **[3]** years from the date of employment as Engineer Trainee excluding notice period for resignation, unauthorized leave, leave without pay and study leave, maternity leave beyond the statutory limit, if any, as applicable ("Training Cost Reimbursement Period").

In order to provide an assurance of employment during the Training Cost Reimbursement Period, you are hereby required to secure the Company for an aggregate amount of Rs. 4,00,000/- (Rupees Four Lakhs only) in the form of an upfront bank guarantee (format provided by the Company) and/or other legally valid instruments which shall be valid for the Training Cost Reimbursement Period.

During the first year of your employment with the Company as Engineer Trainee you will be paid a CTC of in the range of Rs. **3,60,000 (Rupees Three Lakhs Sixty Thousand)** to **4,20,000 (Rupees Four Lakhs Twenty Thousand)** per annum based on your performance during training period. You will continue as Engineer Trainee, for a period of one year from the date of joining and if your performance is found to meet and/or exceed expectations of the Company, you will be promoted as Engineer 1. Your salary revision will happen aligned to the Company's appraisal cycle which is usually 1st of April or later, if the appraisal cycle is deferred across the Company, taking into account your tenure with the Company from date of joining to the effective date of salary hike and performance during such tenure.

Place:
Date:

Name:
Signature:



You will be issued an appointment letter with a start date of your employment on the successful completion of your Training Program. As part of the employment, you will also be required to execute certain other agreements and provide documentations as required by the Company in relation to your employment.

The Company offers a stimulating work environment and many challenging responsibilities. We congratulate you on your success in passing through a technical selection process showing your aptitude to work in a highly technical and challenging environment in core domain. We hope you, as our prospective team member, would put the best efforts for the growth of the Company and we assure you that you would get enough opportunities to work with a technically talented and focused team that is involved in some of the cutting-edge technologies and designs serving the global customers.

You are required to return the true photocopy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this Lol will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of another employer or third party, which would impose restrictions on your ability to accept employment with and carry out your company related functions and duties upon employment.

The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of your employment and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.

As stated above, you are requested to consent your acceptance to this Lol within **3 Days** to the undersigned, failing which this offer of Training Program and subsequent employment as Engineer Trainee with our Company stands cancelled. On your acceptance of Lol, you are required to submit the bank guarantee by , failing which you will not be considered eligible to join the best-in-class industry oriented Training Program and subsequent employment.

With best wishes,

For SoCtronics Technologies Pvt. Ltd.,

Authorized Signatory

This is a computer generated printout and no signature is required.

Received the original Letter of Intent: Name: Harshavardhan Kandlakunta Signature:

I have read and understood the terms of this Lol and willingly accept the terms and conditions herein and give my consent to join the Training Program commencing on Jan 17, 2022 after submitting the bank guarantee within the stipulated time-frame set out above.

Place:

Date:

Name:

Signature:



**Letter Of Intent (LoI)****Ref No:** SoCT/LoI/ET**Date:** 03-12-2021**Name:** ANOOP MOMULA**College:** BHARAT INSTITUTE Of ENGINEERING AND TECHNOLOGY**Dear** ANOOP MOMULA,**Sub:** Selection as **Engineer Trainee** - Regarding

Based on your performance in the written test and subsequent interview conducted by VEDA IIT, a Unit of The VEDA Educational Society (hereinafter referred to as "**VEDA IIT**" and shall include its successors and permitted assigns), we are pleased to inform you that you have been provisionally selected by SoCtronics Technologies Pvt. Ltd., (the "Company" and includes its successors and permitted assigns) for undergoing six-month training at VEDA IIT and the Company in the domain of Application SW Development which is being conducted by VEDA IIT (hereinafter collectively referred to as the ("Training Program"). After the successful completion of the Training Program that is likely to take 6 months (or such extended period required to complete the training formalities which shall be intimated in advance), you will be offered employment as **Engineer Trainee** in the Company. At the time of joining the Company and during your employment with the Company you may be deployed to work at any of the Company locations or with any of the Company's customer locations or at those of the affiliated companies in India/abroad as the case may be and you shall be willing to take up the given responsibilities.

VEDA IIT is expected to schedule the Training Program on **Jan 17, 2022** and you are expected to join this batch and need to complete all joining formalities. However, schedule given is tentative and is subject to change at the discretion of SoCtronics Technologies Pvt. Ltd..

After successful completion of the Training Program as per the assessment criteria laid out by VEDA IIT and strict adherence to the code of conduct and character formulated by VEDA IIT, you will be absorbed on the rolls of the Company and during the first year of employment you will be designated as Engineer Trainee and will undergo on-the-job training. During your Employment as Engineer Trainee and thereafter, you are required to discharge your duties, conform to and comply with all the rules and regulations of the Company and shall not do or cause to be done anything against or contrary to the interests of the Company. The salary offered at any stage is to be treated as Cost to Company (CTC) implying that it includes all direct and indirect benefits applicable at that time.

I. Joining Formalities to be completed are as follows:

- Within **3 days** of receiving the LoI, provide a confirmation of your joining the Training Program in Application SW Development tentatively on Jan 17, 2022 or anydate rescheduled by VEDA IIT which shall be intimated in advance and submit your consent by duly signing on all pages of this LoI in the footer column and send the same to the Company.
- Within **1 week**, provide self-attested photocopies of all your marks sheets starting from Class 10 onwards.

Place:

Date:

Name:

Signature:

II. Formalities to be completed **3 Weeks** prior to joining the Training Program are as follows:

As stated above, the Company has selected you for the position of Engineer Trainee, which would initially involve an extensive Training Program with VEDA IIT in **Application SW Development** for imparting certain basic concepts and the required level of skills, for effectively carrying out the responsibilities assigned to you. As part of on-the-job training, the Company seeks to provide various opportunities towards skill development, training in technical know-how and other professional exposures by imparting valuable training through qualified and experienced personnel in addition to offering excellent infrastructure and facilities, that all add to the costs incurred by the Company including its impact on the goodwill and reputation of the Company. Accordingly, in consideration of the above, by signing this Lol and other agreements, as may be required, you hereby agree to successfully complete the Training Program and commence employment with the Company for a minimum period of Three **[3]** years from the date of employment as Engineer Trainee excluding notice period for resignation, unauthorized leave, leave without pay and study leave, maternity leave beyond the statutory limit, if any, as applicable ("Training Cost Reimbursement Period").

In order to provide an assurance of employment during the Training Cost Reimbursement Period, you are hereby required to secure the Company for an aggregate amount of Rs. 4,00,000/- (Rupees Four Lakhs only) in the form of an upfront bank guarantee (format provided by the Company) and/or other legally valid instruments which shall be valid for the Training Cost Reimbursement Period.

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Place:
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The Company offers a stimulating work environment and many challenging responsibilities. We congratulate you on your success in passing through a technical selection process showing your aptitude to work in a highly technical and challenging environment in core domain. We hope you, as our prospective team member, would put the best efforts for the growth of the Company and we assure you that you would get enough opportunities to work with a technically talented and focused team that is involved in some of the cutting-edge technologies and designs serving the global customers.

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With best wishes,

For SoCtronics Technologies Pvt. Ltd.,

Authorized Signatory

This is a computer generated printout and no signature is required.

Received the original Letter of Intent: Name: ANOOP MOMULA Signature:

I have read and understood the terms of this Lol and willingly accept the terms and conditions herein and give my consent to join the Training Program commencing on Jan 17, 2022 after submitting the bank guarantee within the stipulated time-frame set out above.

Place:

Name:

Date:

Signature:



25-01-2022

To

AJAY KUMAR GODISHALA
6301507332
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear AJAY KUMAR GODISHALA

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

By Palle Technologies Bangalore.

The program will begin on 14TH FEBRUARY 2022 (COURSE DURATION :3.5 MONTHS)

The Mode of Training will be Online – Using Zoom App.

The Training will be conducted every day between 6:30 PM to 8 PM.

During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java, OOPs, sql, Web Technologies, & Python
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 2.4 LPA to 6 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.

Mandatory Requirements while joining:

- (1) Student has to send a photo copy of his or her X, XII mark sheets
- (2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
- (3) Student has to send photo copy of Adhar card
- (4) Student has to send photo copy of college ID proof
- (5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Aleti Sai chandra
9703640524
DEPT of Electrical and Electronics Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Aleti Sai chandra

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

**Sincerely,
HR Team
Palle Technologies**

25-01-2022

To

Annam Manish Kumar
6303293412
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Annam Manish Kumar

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

**Sincerely,
HR Team
Palle Technologies**

25-01-2022

To

Bandige Sai Kiran
9392656030
DEPT of Information Technoogy
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Bandige Sai Kiran

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Chetty Nikitha
8096884279
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Chetty Nikitha

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

By Palle Technologies Bangalore.

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

CHITTAMPALLY SURAJ
9705411242
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear CHITTAMPALLY SURAJ

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Deshineni Kavya
7093024754
DEPT of Electrical and Electronics Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Deshineni Kavya

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

By Palle Technologies Bangalore.

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We look forward to welcome you on board.

Sincerely,

HR Team

Palle Technologies

25-01-2022

To

Divya Bomaraboina
9347172304
DEPT of Electronics and communication Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Divya Bomaraboina

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

By Palle Technologies Bangalore.

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We look forward to welcome you on board.

**Sincerely,
HR Team
Palle Technologies**

25-01-2022

To

MAMIDI MAHESH
9110396264
DEPT of Mechanical Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear MAMIDI MAHESH

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

By Palle Technologies Bangalore.

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Mohammed Mahaboob Ali
9849678927
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Mohammed Mahaboob Ali

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

**Sincerely,
HR Team
Palle Technologies**

25-01-2022

To

NEDUNURI RAJASREE
8688380424
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear NEDUNURI RAJASREE

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

By Palle Technologies Bangalore.

The program will begin on 14TH FEBRUARY 2022 (COURSE DURATION :3.5 MONTHS)

The Mode of Training will be Online – Using Zoom App.

The Training will be conducted every day between 6:30 PM to 8 PM.

During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java, OOPs, sql, Web Technologies, & Python
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
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8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 2.4 LPA to 6 LPA until student gets placed
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- (5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

NIMMALA SAI SINDHU
8688385133
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear NIMMALA SAI SINDHU

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Nune Pravalika
7731878818
DEPT of Electronics and communication Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Nune Pravalika

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Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Pasula Akshitha
7729040828
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Pasula Akshitha

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Pasuladhi Sowmya
9100839263
DEPT of Electronics and communication Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Pasuladhi Sowmya

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Pathi Reddy Sreeshma
6303108208
DEPT of Electronics and communication Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Pathi Reddy Sreeshma

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

**Sincerely,
HR Team
Palle Technologies**

25-01-2022

To

Prasanna kumar chetlapally
8125465563
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Prasanna kumar chetlapally

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Revati Venu Gopal
7981470757
DEPT of Electrical and Electronics Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Revati Venu Gopal

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

**Sincerely,
HR Team
Palle Technologies**

25-01-2022

To

Ritesh Sirangi
9701026656
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Ritesh Sirangi

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

S SUNNY VENKAT
8121189789
DEPT of Civil Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear S SUNNY VENKAT

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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Sincerely,
HR Team
Palle Technologies

25-01-2022

To

shaik.zabeennehal
7729891026
DEPT of Electrical and Electronics Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear shaik.zabeennehal

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

VAZZALA NAVANEETH
9381176036
DEPT of Electronics and communication Engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear VAZZALA NAVANEETH

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Sincerely,
HR Team
Palle Technologies

25-01-2022

To

vemula saiteja
9110396264
DEPT of Information Technoogy
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear vemula saiteja

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

25-01-2022

To

Yerra Nikesh
6304179264
DEPT of Computer science engineering
Bharat Institute of Engineering & Technology

Sub: Letter of Intent: Technology Training and Placement under CSR

Dear Yerra Nikesh

We are pleased to inform you that you have been selected for **CSR-Incubation batch of Technology Training and Placement** which is of free of cost for merit students.

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies



Conditional Offer Letter

Dear Mr. Homnath Gautham,

Congratulations!

You have been selected for 'Software Test Engineer' role with our client 'QualiTLabs'. As a part of this you will be trained on JAVA for 90 days (online)

The terms of engagement are as follows:

- Technology: JAVA
- Tentative Date of Training : 1st April 2022
- Period of Engagement: 90 days
- Tentative Joining Date: 1st July 2022
- CTC : 3 LPA (after completion of training)
- Service Agreement: 3 years (from the date of joining)

Note:

- 80 days of attendance, and maintaining an average of 80% in the technical tests on JAVA is mandatory.
- The training fee of Rs. 60,000 will be deducted from your salary in instalments (Rs. 5000/month) after joining the client company.
- You are required to submit the class 10th & graduation certificate with the client company during joining.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Krishna Teja GS', written over a light blue circular stamp.

Krishna Teja GS
Director
PacketPrep

OL No: TN895**30 January 2022**Dear **Paladi Shanthan Kumar**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**OJT Start Date: **22 February 2022**OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

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- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
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Please indicate your acceptance of this offer by signing below.

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(Candidate's Signature)

DATE: _____

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- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN899**30 January 2022**Dear **Shaikzabeen Nehal**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN885**30 January 2022**Dear **V.Akshaykumar**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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OL No: TN898**30 January 2022**Dear **vamshi**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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(Candidate's Signature)

DATE: _____

OL No: TN884**30 January 2022**Dear **Amudala Ashritha Reddy**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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(Candidate's Signature)

DATE: _____

OL No: TN890**30 January 2022**Dear **Homnath Gautham**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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(Candidate's Signature)

DATE: _____

OL No: TN902**30 January 2022**Dear **Kukunooru Manideep Reddy**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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(Candidate's Signature)

DATE: _____

OL No: TN887**30 January 2022**Dear **Magham Sai Sree Vanasha**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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OL No: TN891**30 January 2022**Dear **N. Nikhil Reddy**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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OL No: TN893**30 January 2022**Dear **Pathireddy Sreeshmaa**,

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SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN883

30 January 2022

Dear **Palemnaveenkumar**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**

OJT Start Date: **22 February 2022**

OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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(Candidate's Signature)

DATE: _____

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- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN888**30 January 2022**Dear **Palle Jayanth Reddy**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**OJT Start Date: **22 February 2022**OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN897**30 January 2022**

Dear S Tejaswini,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**OJT Start Date: **22 February 2022**OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

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(Candidate's Signature)

DATE:_____

Training Policy

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN906**30 January 2022**Dear **Siddi Sunny Venkat**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN889**30 January 2022**

Dear Sowmya Reddy,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

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(Candidate's Signature)

DATE:_____

Training Policy

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN905**30 January 2022**Dear **Boram Sindhu**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

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(Candidate's Signature)

DATE:_____

Training Policy

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN901**30 January 2022**Dear **Julakanti Vindya Reddy**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

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(Candidate's Signature)

DATE:_____

Training Policy

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN896**30 January 2022**Dear **Kaswa Sathwika**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

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Training Policy

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN900**30 January 2022**Dear **Mamidi Mahesh**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

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DATE: _____

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SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN892**30 January 2022**Dear **P. Anusha**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**OJT Start Date: **22 February 2022**OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN903**30 January 2022**Dear **Puppala Rajesh**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**OJT Start Date: **22 February 2022**OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
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- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN894**30 January 2022**Dear **Vemuganti Shravani**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

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Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
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- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
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- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN886**30 January 2022**Dear **Bottu Shivani**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**OJT Start Date: **22 February 2022**OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
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- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
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- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

OL No: TN904**30 January 2022**Dear **S Madhusudhan Reddy**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **12 February 2022 to 21 February 2022**OJT Start Date: **22 February 2022**OJT End Date: **21 August 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **12 February 2022**.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
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- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

NOTE:

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2137761

Letter of Intent ("LOI")

Dear shiva ,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2137761**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2137761**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2137761**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

shiva

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

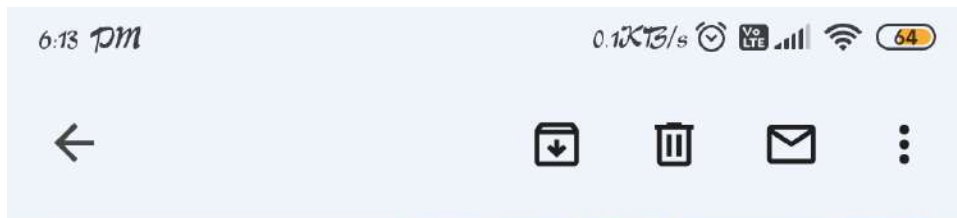
For & On Behalf of Capgemini

Puneet Kumra

Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Dear Shivani Bottu,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Jun 23, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheet
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheet (If applicable)
- Diploma Certificate (If applicable)
- Post-graduation Marksheet* (If applicable)
- Post-graduation Certificate* (If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheet should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

[Go to Offer Page](#)



Stay Connected. Stay Updated.





Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1434649

Letter of Intent ("LOI")

Dear Ritesh Sirangi,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1434649**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1434649**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1434649**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Ritesh Sirangi
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
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Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1731251

Letter of Intent ("LOI")

Dear Sowmya Sri Guntupally,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1731251**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1731251**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1731251**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Sowmya Sri Guntupally
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1290330

Letter of Intent ("LOI")

Dear Pathi Sreeshmaa,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1290330**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Pathi Sreeshmaa
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Srikanthreddy Kondeti <srikanthreddykondeti2000@gmail.com>

Fri, Feb 4, 2022 at 6:07 PM

To: "placements@biet.ac.in" <placements@biet.ac.in>

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu, 3 Feb, 2022, 4:17 pm

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <srikanthreddykondeti2000@gmail.com>



Most Ethical
Company - Eight
times in a row



We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear KONDETI SRIKANTH REDDY,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Feb 10, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Uppala Vaishnavi <vaishnaviuppala66@gmail.com>
To: placements@biet.ac.in

Mon, Apr 4, 2022 at 11:21 AM

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu 24 Mar, 2022, 11:53 AM

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <vaishnaviuppala66@gmail.com>



Most Ethical
Company - Eight
times in a row



We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Uppala Vaishnavi,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
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Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1286817

Letter of Intent ("LOI")

Dear Jasti Veda Sri,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1286817**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1286817**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1286817**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Jasti Veda Sri
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1584941

Letter of Intent ("LOI")

Dear vemula saiteja,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1584941**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

vemula saiteja
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2357167

Letter of Intent ("LOI")

Dear Komiresetti Sai,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited**. , (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Komiresetti Sai **Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi **Head - Fresher Hiring**

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1427410

Letter of Intent ("LOI")

Dear H Abhishek singh,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1427410**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1427410**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1427410**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

H Abhishek singh
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Akshaya Reddy <akshayareddy237@gmail.com>
To: placements@biet.ac.in

Fri, Feb 4, 2022 at 4:51 PM

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu, Feb 3, 2022, 16:17

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <akshayareddy237@gmail.com>



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times in a row



We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Bathina Akshaya Reddy,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Feb 10, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2345775

Letter of Intent ("LOI")

Dear Bhanu Akkapally,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2345775**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2345775**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2345775**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Bhanu Akkapally
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

18E11A0448 sarika <18e11a0448@biet.ac.in>

Mon, Jun 6, 2022 at 11:30 AM

To: "placements@biet.ac.in" <placements@biet.ac.in>

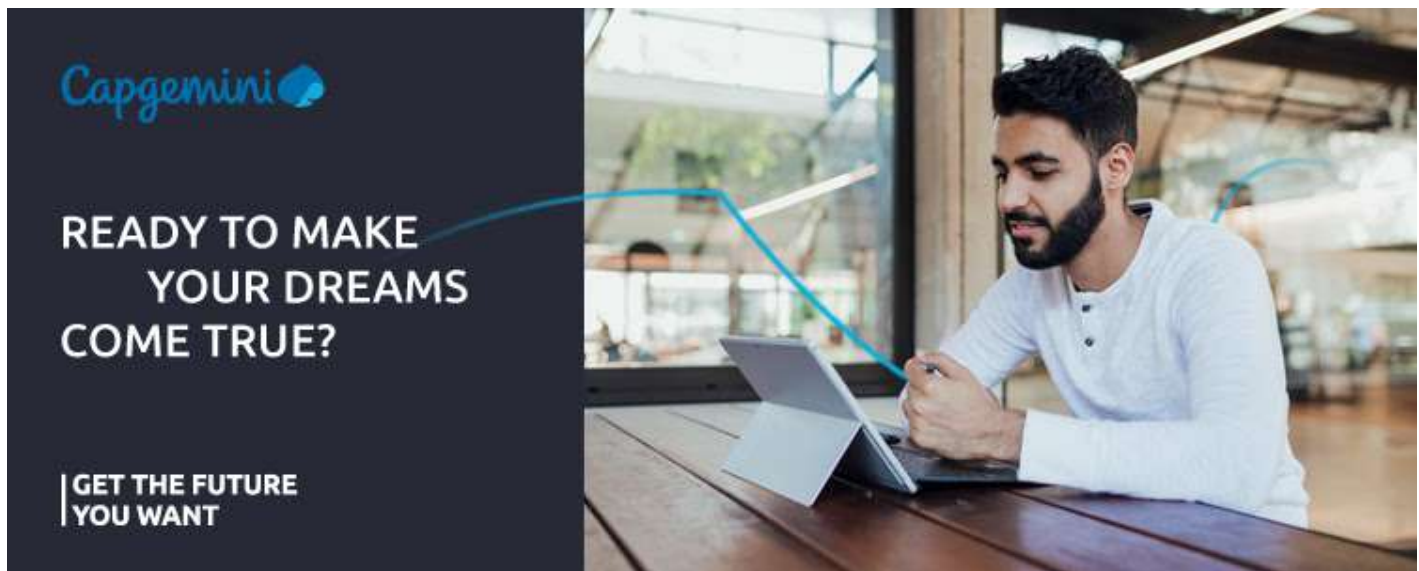
----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu, 24 Mar 2022 at 1:09 PM

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <18e11a0448@biet.ac.in>



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Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Sarika Reddy Cheguru,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Rachha Dipen04 <rachhadipen04@gmail.com>
To: placements@biet.ac.in

Tue, May 17, 2022 at 1:46 PM

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu, May 5, 2022, 10:05 AM

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <rachhadipen04@gmail.com>



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Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Rachha Dipen Kumar,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before May 12, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

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Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1274312

Letter of Intent ("LOI")

Dear Harshini kanuri,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1274312**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1274312**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1274312**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Harshini kanuri
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Konda Sadhana <sadhanasweety934@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Tue, Jun 14, 2022 at 10:06 AM

----- Forwarded message -----

From: **Konda Sadhana** <sadhanasweety934@gmail.com>
Date: Thu, 7 Apr 2022, 3:37 pm
Subject: Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: nikhilroman689@gmail.com <nikhilroman689@gmail.com>

----- Forwarded message -----

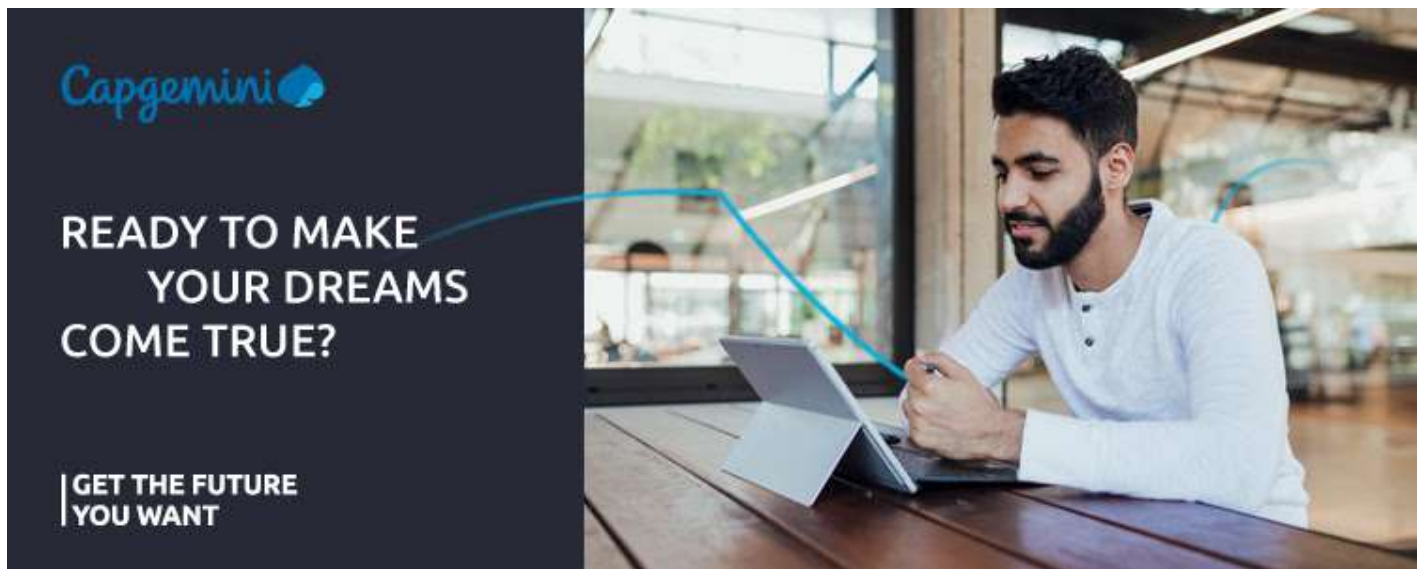
From: **Konda Sadhana** <sadhanasweety934@gmail.com>
Date: Thu, 7 Apr 2022, 3:36 pm
Subject: Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: Chanti Bro <kondasai201@gmail.com>

----- Forwarded message -----

From: **Konda Sadhana** <sadhanasweety934@gmail.com>
Date: Thu, 7 Apr 2022, 3:36 pm
Subject: Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: Bharath Kumar <kbharathkumar952@gmail.com>

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>
Date: Thu, 7 Apr 2022, 2:56 pm
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent
To: <sadhanasweety934@gmail.com>





Most Ethical
Company - Eight
times in a row



We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Konda Sadhana,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Apr 15, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

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- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2315380

Letter of Intent ("LOI")

Dear Moturi ,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2315380**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2315380**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2315380**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Moturi

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2346174

Letter of Intent ("LOI")

Dear tadem meghana,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2346174**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2346174**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2346174**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

tadem meghana
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Navya Gujja <navyagujja@gmail.com>
To: placements biet <placements@biet.ac.in>

Mon, Apr 4, 2022 at 12:17 PM

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu, 24 Mar 2022, 1:29 pm

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <navyagujja@gmail.com>



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Capgemini Research
Institute ranked #1



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Our global client
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Dear Gujja Navya Jyothi Reddy,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Nikhil reddy <nikhilreddy2262@gmail.com>
To: placements@biet.ac.in

Sun, May 8, 2022 at 9:46 PM

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Mon, 2 May 2022, 6:48 pm

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <nikhilreddy2262@gmail.com>



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Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Nikhil Reddy,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before May 09, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Nikitha Chetty <nikithacoolnikki@gmail.com>

Thu, Mar 24, 2022 at 10:41 AM

To: "placements@biet.ac.in" <placements@biet.ac.in>

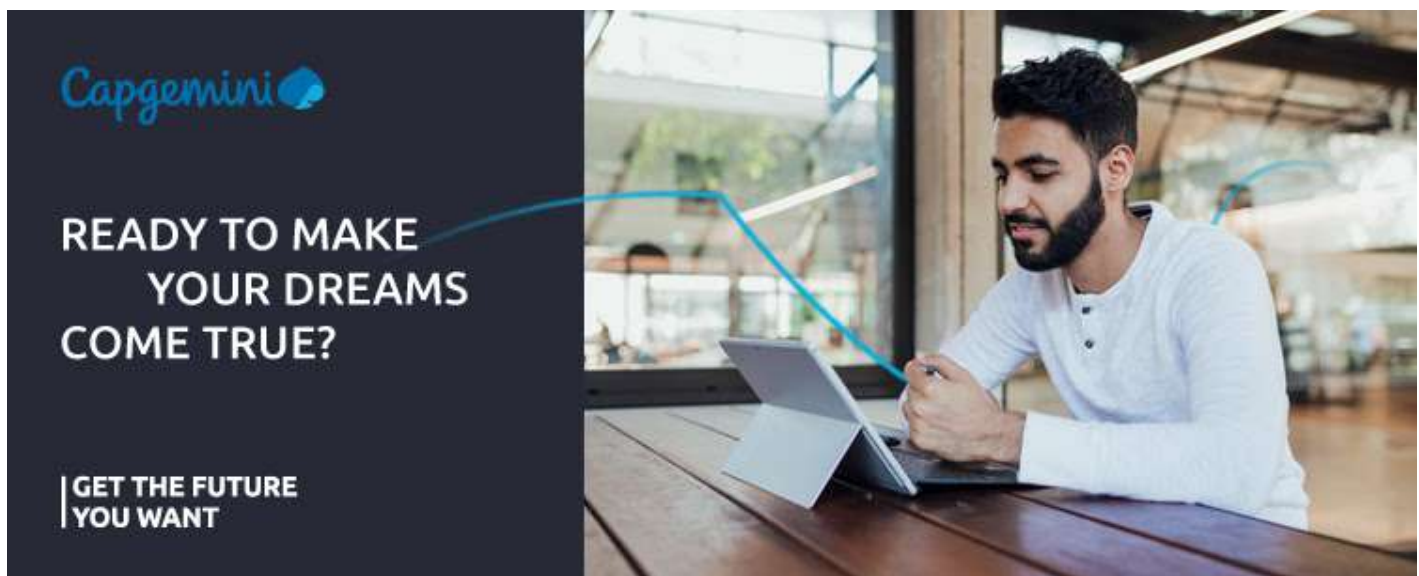
----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Tue, 22 Mar 2022, 2:26 pm

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <nikithacoolnikki@gmail.com>



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Capgemini Research
Institute ranked #1



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Dear Chetty Nikitha,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
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Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1613276

Letter of Intent ("LOI")

Dear PAVANI NAGILLA,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1613276**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1613276**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1613276**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

PAVANI NAGILLA

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

shekar pichewar <shekarpichewar@gmail.com>
To: "placements@biet.ac.in" <placements@biet.ac.in>

Sat, Feb 5, 2022 at 12:39 PM

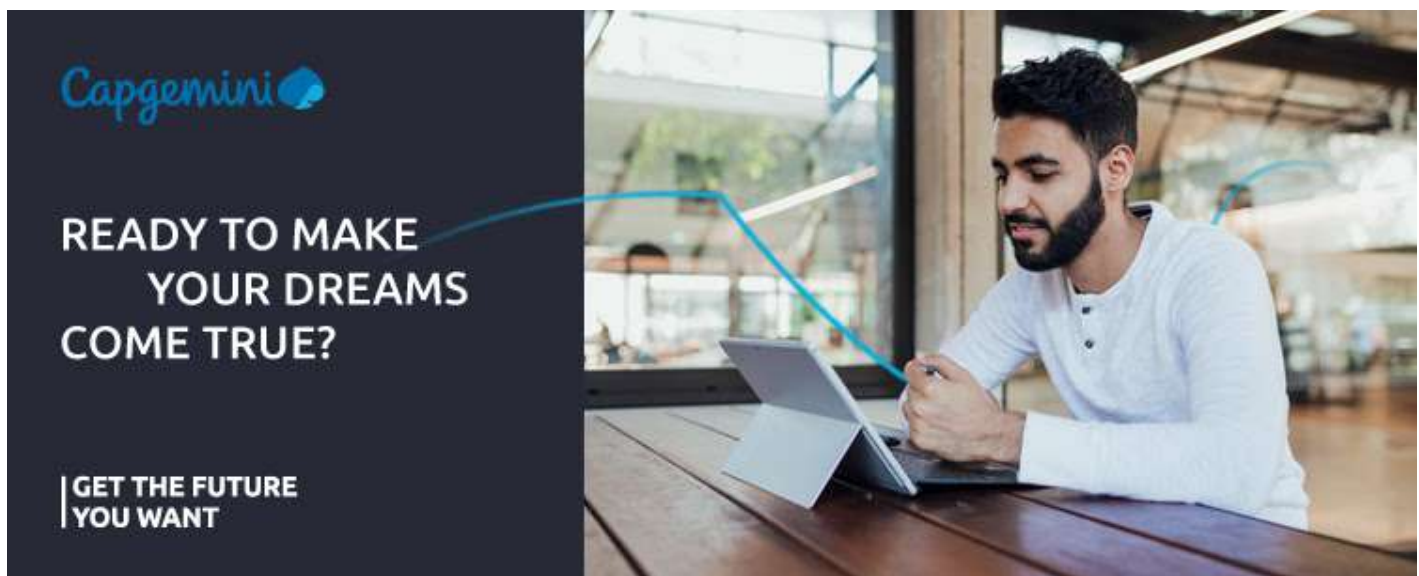
----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu, Feb 3, 2022, 4:17 PM

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <shekarpichewar@gmail.com>



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times in a row



We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Pichewar Chandrashekhar,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Feb 10, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

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Note the following points while completing the process :

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- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

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2/9/22, 11:57 AM

BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY Mail - Fwd: Capgemini congratulates you on your selection and pr...

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1287989

Letter of Intent ("LOI")

Dear Pranavi Chittimalla,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1287989**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1287989**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1287989**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Pranavi Chittimalla
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
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Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1669396

Letter of Intent ("LOI")

Dear ranjith alle,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1669396**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1669396**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1669396**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

ranjith alle
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1799202

Letter of Intent ("LOI")

Dear Rishika Chiluveru,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1799202**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Rishika Chiluveru
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

18E11A0538 SAISINDHU <18e11a0538@biet.ac.in>

Tue, May 31, 2022 at 2:56 PM

To: placements@biet.ac.in

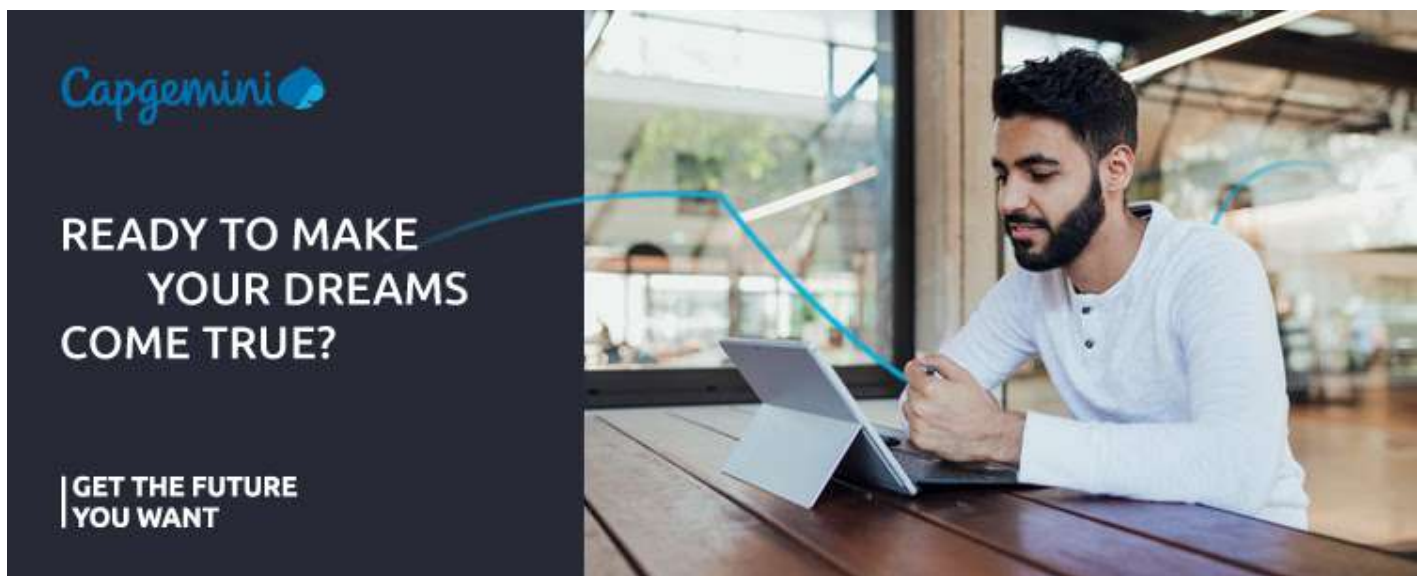
----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Thu, Mar 24, 2022, 13:16

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <18e11a0538@biet.ac.in>



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times in a row



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Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Sai Sindhu reddy Nimmala,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

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- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

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Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

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placements biet <placements@biet.ac.in>

Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Sandeep Rao Gandra <sandeepraogandra28@gmail.com>

Mon, Feb 21, 2022 at 3:05 PM

To: "placements@biet.ac.in" <placements@biet.ac.in>

----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Wed, 9 Feb, 2022, 11:37 PM

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <sandeepraogandra28@gmail.com>



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We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Sandeep Rao Gandra,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Feb 16, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

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Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

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Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Shashidhar Papishetty <shashank.papishetty@gmail.com>

Thu, Feb 3, 2022 at 4:34 PM

To: placements@biet.ac.in

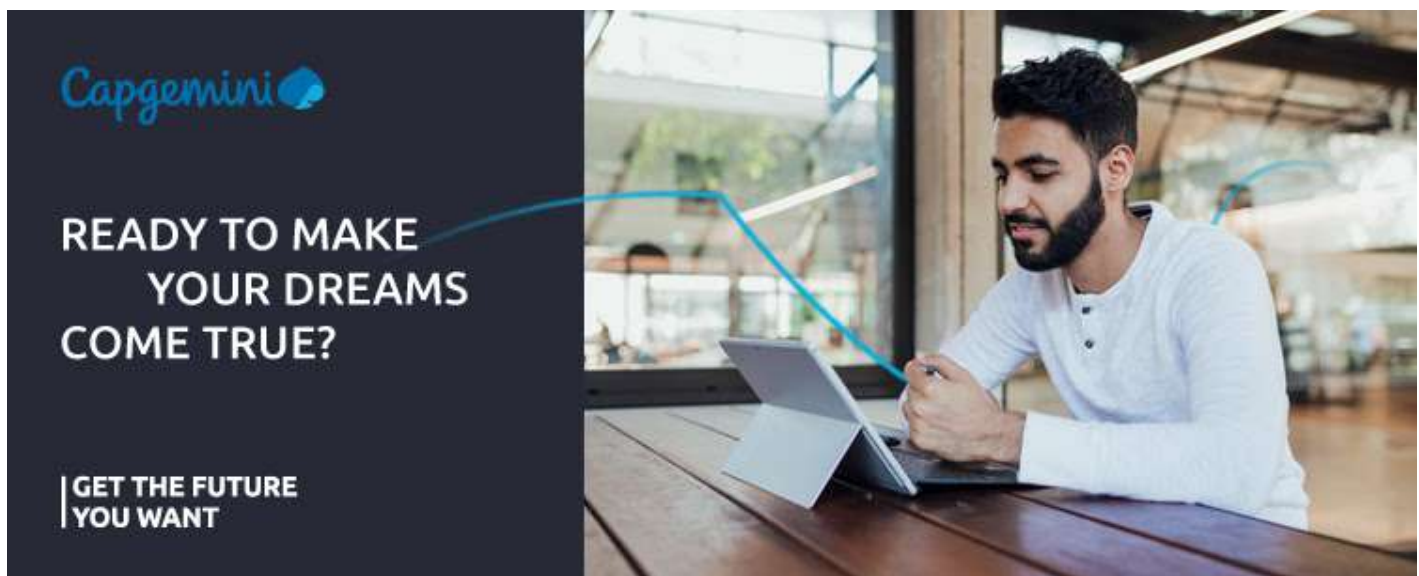
----- Forwarded message -----

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>

Date: Mon, 31 Jan, 2022, 1:08 pm

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <shashank.papishetty@gmail.com>



Most Ethical
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times in a row



We're highly- rated on
Glassdoor



Capgemini Research
Institute ranked #1



Our gender balance
initiatives



Our global client
stories

Dear Shashidhar Papishetty,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Feb 07, 2022 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

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Do reach out to us on fresherhiring.in@capgemini.com in case of any queries.

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Date:10-Mar-2022

To

Swetha Nallavolu
INDIA

Dear Swetha Nallavolu,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining


b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.


Nallavolu Swetha (Mar 11, 2022 09:43 GMT+5.5)

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

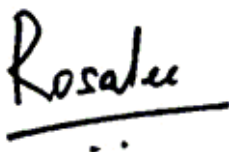
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.


We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function


Nallavolu Swetha (Mar 11, 2022 09:43 GMT+5.5)

Date:07-Jan-2022

To

Jasti Veda Sri
INDIA

Dear Jasti Veda Sri,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

VEDA SRI
VEDA SRI (Jan 10, 2022 08:59 GMT+5.5)

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

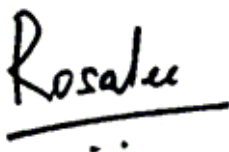
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function


VEDA SRI (Jan 10, 2022 08:59 GMT+5.5)

Date:23-Dec-2021

To

Sravani Karnati
INDIA

Dear Sravani Karnati,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Sravani

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

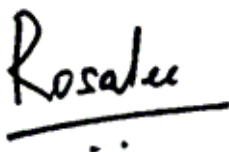
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



Date:10-Mar-2022

To

Bhavana Reddy Keesarla
INDIA

Dear Bhavana Reddy Keesarla,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Keesarla Bhavana Reddy
Keesarla Bhavana Reddy (Mar 11, 2022 14:45 GMT+5.5)

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

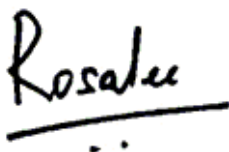
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.


We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function


Keesarla Bhavana Reddy (Mar 11, 2022 14:45 GMT+5.5)



2050737 / ELTP-CAMPUS / 2022

01-Apr-2022

Subject: Letter of Intent

Dear Badam,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 6 (Six) months** from the date of joining.
- ø During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - C** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.





Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **30-Sep-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,

A small rectangular box containing a handwritten signature in blue ink that reads 'R. Krishna'.

Krishna Ramaswamy

Head - Resource Management Group

Annexure A

Learning and Certification

Selects to learn the below Udemmy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use tmlfh.udemy.com link.

Detailed learning instructions will be communicated separately.

Category	Udemmy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure B

Total Cost to Company (TCC) (Per Annum)	260000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	223482
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total....(A)	248313
Additional Benefits....(B)	11687
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAL)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	260000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs .	
c) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Annexure C

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	312206
Additional Benefits....(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

2070127 / ELTP-CAMPUS / 2022

21-Jun-2022

Subject: Letter of Intent

Dear Nikhil,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **19-Sep-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Annexure A

Learning and Certification

Selects to learn the below Udemey courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use tmfih.udemy.com link.

Detailed learning instructions will be communicated separately.

Category	Udemey Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure B

Total Cost to Company (TCC) (Per Annum)		325000
Components of Total Cost to Company	INR. (Per Annum)	
Basic (@40% of Total Fixed Pay)		112394
HRA (@70% of Basic Pay)		78676
Bonus/Statutory Bonus		48000
Employer's contribution to Provident Fund (@12% of Basic Pay)		13487
Flexible Components of TFP ^		28428
Total Fixed Pay (Per Annum)		280985
Total Variable Pay (TVP) (Per Annum) (*)		31221
Total.....(A)		312206
Additional Benefits....(B)		12794
Gratuity		5407
Insurance Premiums (towards GTLI, GMIP and GPAL)		7387
Total Cost to Company (Per Annum) -----(A) + (B)		325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.		
LTA		12,000
Meal Card (Max INR. 2200 per month)		26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.		
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year		
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) Gratuity : As per Payment of Gratuity Act		
ii) Insurance		
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate		
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .		
c) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.		

12:33 PM

VoWiFi 76



Congratulations - Tech Mahindra Select.

Inbox



Vandana . 16 Mar

to Vandana, bcc: me



Dear Candidate,

Many Congratulations on your selection with Tech Mahindra as an Associate Software Engineer. We wish you all the best.

We look forward to a google review for the support and free of cost service provided by the BigLeap team, we can only then easily update you on the information related to your selection.

Please click on the link below and give BigLeap a review.

BigLeap Solutions Pvt Ltd, 4th Floor, Markaz Complex, Mavoor Rd, Kozhikode, Kerala.

https://www.google.com/search?q=bigleap+solutions&rlz=1C1FKPE_enIN964IN964&oq=bi&aqs=chrome.1.69i57j69i59j0i433i512j0i131i433i512j46i433i512j0i433i512j0i512j0i131i433i512j0i512l2.1911j0j15&sourceid=chrome&ie=UTF-8#lrd=0x3ba659489679c43f:0xbe3416813b865b80,3,,

Procedure to give the review - do it from desktop or a laptop

Type - BigLeap in the browser - right hand side you get to see the BigLeap Solutions, address should be 4th Floor, Markaz Complex, Mavoor Rd, Kozhikode, Kerala- In the beginning lines you get to see the option Google Reviews, click on that, add your review for our service.



Date: 22nd March 2022

LETTER OF INTENT

Dear **PONUGOTI ADITHI**

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp Private Limited (hereinafter "CSS Corp") in virtual format**. You would do your "Virtual Internship" with us in **"Cyber Security Track"**. This Program is designed to upskill aspiring techies in Networking Essentials, troubleshooting enterprise networks and Firewall concepts (Refer Annexure: - Curriculum Outline), which is one of the sort disciplines in Technical Support.

On successful completion of the internship program and subject to you fulfilling the following terms and conditions, you will be considered for an employment opportunity at CSS Corp.

Broad Terms and Conditions:

1. You will be required to report virtually by logging into the meeting link sent to you and commence the internship program on the date specific by CSS Corp. .
2. As part of this internship program, you will be required to attend training on **Cyber Security Track**. CSS Corp will, in its sole discretion, determine the modules, format and the duration of the internship program and the training associated with the internship program. The schedule of the training program and the timings, excluding CSS Corp's Holidays, shall be based on the business needs and priorities of CSS Corp. The same shall be communicated to you at least one week before the start of the internship program and thereafter from time to time as may be scheduled by CSS Corp.
3. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit.
4. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com



5. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.
6. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this LOI, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
7. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.
8. Please be aware that this letter of intent does not constitute a guarantee or contract of employment.
9. You will be **eligible for an overall stipend of Rs 30,000/-** (Rupees Thirty Thousand only) during the internship period that will be paid by CSS Corp as per its policies and subject to other terms and conditions, including but not limited to, the number of hours and days of training attended by You.
10. The stipend payment will be distributed and paid out in instalments across the entire internship period.
11. You are required to provide full attention and complete your internship program successfully.
12. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
13. Once you commence your internship program, you would be expected to complete the same successfully and join CSS Corp as a full-time employee post completion of the internship program, if offered an employment. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your

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internship program seriously and complete it successfully and commence your career with CSS Corp if offered an employment at CSS Corp.

14. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.
15. CSS Corp reserves the right to withdraw the admission to the internship program at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.
16. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.
17. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

Welcome to CSS Corp Private Limited

For CSS Corp Private Limited

A handwritten signature in black ink, appearing to read "P R Manikantan", is written over a light blue rectangular background.

P R Manikantan

Senior Director, Campus and Institutional Alliances

CSS Corp Private Limited

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DECLARATION

I, _____, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.
2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation. I also declare that I don't have any standing arrears/backlogs
3. I understand that during the internship I am eligible for an overall stipend of Rs.30,000/- (Rupees Thirty Thousand only) subject to other terms and conditions.
4. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.
5. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the result declared by CSS Corp. As a logical corollary, I will not be considered for absorption/ employment by with CSS Corp.

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6. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp.

7. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

8. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 3.2 Lacs per annum or as CSS Corp may determine at that point of time.**

9. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

10. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

11. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name:

Signature of the Candidate

Date:

CSS Corp Private Limited

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Annexure:- Curriculum Outline

Networking – Curriculum Outline (Common)

- TCP/IP Protocol Suite, Deep Dive – Protocol /Packet Level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, IPv4, IPv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

Troubleshooting:

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet / session
- Log collection, analysis & interpretation
- Debugging of log files

Cyber Security

- State full & Stateless Firewall & Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL / TLS - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

Definition of Terms

Virtual Internship: Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

Cloud Labs: Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp. This Lab is a third-party virtual lab which is outside CSS Corp Network. You can connect to this virtual lab from your personal laptops/computers to complete the practice labs.

Performance Evaluation Criteria:

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

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Undertaking

I, _____ Son/Daughter of _____ residing at _____
_____ studying _____ degree in _____
_____ College, am fully aware of the terms and conditions, and am willing to undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this internship program and will seek for a long-term career with your esteemed organization if I am offered employment.

Name:

Signature of the Candidate

Date:

Name:

Signature of the Parent

Date:

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

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Letter of Intent

April 07, 2022
Nellikanti Sumalika
Bharat Institute of Engineering and Technology, Ibrahimpattam

Dear Nellikanti Sumalika,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

A handwritten signature in black ink, appearing to read 'Monica Mathur'.

Monica Mathur
Vice President, Recruitment-India & APAC



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



anoop momula <anoopmomula@gmail.com>

Revature | Congratulations

1 message

Revature India <hiring@revature.com>

Thu, Mar 10, 2022 at 9:23 AM



Dear Candidate,

Congratulations! You have been shortlisted for Revature Readiness Program. We look forward to meet you and see you shine here. Kindly note that the Offer Letter will be shared with you shortly. Below given are some of the highlights of the program.

- Instructor-led technical readiness program for a minimum of 12 weeks
- Monthly stipend of INR 5000/- during readiness program
- Project deployment in product development/service integrations post completion of readiness program
- 4 to 6 Lakh CTC per annum upon successful completion of readiness program
- Service Agreement of 18 Months from the day of deployment

We wish you All the best!

Drop a mail to hiring@revature.com in case of any query.

Note: Kindly ignore this mail if Offer Letter has been already shared.

Best Regards,
Campus Hiring Team
Revature
www.revature.in



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You are receiving this email because you opted in for receiving recruitment related communication from Revature when you applied for open positions or through your college / university placement cell.

Our mailing address is:

Revature India

No. 431, Workafella High Street 12th Floor

[Anna Salai, Teynampet](#)

[Chennai 600018](#)

India

Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe

5th April, 2022

Vikas Chary,
Mobile No: 9491377138

Offer Letter

Dear Mr. Vikas,

This is with reference to your interview with us dated 4-4-2022, Techmash Software Solutions Private Limited is pleased to offer you the position of "Trainee Engineer" role.

You are requested to join us on or before **11th April, 2022**.

This letter sets forth the terms of the offer, which if you accept, will govern your employment.

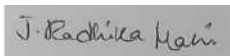
A detailed Letter of Appointment will be issued along with the salary annexure upon your joining the Organization.

You are required to bring the following documents on the date of joining

- Certificates in support of your education/professional qualifications, experience, date of birth and other particulars with the copies thereof
- Two recent colored Photographs (Passport Size)
- Service letter(s) from your last employer(s) in case you are/were employed

Please sign the offer letter and send it back to us as a token of acceptance.

Yours truly,
For Techmash Software Solutions Pvt. Ltd



Radhika Mani J
Director

Accepted:

Name:

Signature:

Date:

Apr 11, 2022

MSys / Offer Letter/ HR

Mr. AJAY KUMAR GODISHALA
10-5-792/1, Sai nagar
Thukaram gate
Telangana - 500017

OFFER OF EMPLOYMENT

Dear AJAY KUMAR GODISHALA,

We are pleased to appoint you as “**Software Engineer Trainee**” at **MSys Tech India Pvt. Ltd.**, at Pune.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

4) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

5) SALARY AND DESIGNATION

- a) Your remuneration details are stated in the Annexure mentioned below.
- b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

6) PERFORMANCE REVIEW AND PAY REVISION

- a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

7) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

8) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

9) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

10) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

11) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure “integrity” in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

12) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

13) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

14) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

15) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

16) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel
Ayyasamy

Digitally signed
by Kathirvel
Ayyasamy

Apr 11, 2022

**KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: _____

Signature: _____

Date: _____

ANNEXURE

NAME: Mr. AJAY KUMAR GODISHALA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	30075'	360900
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Apr 11, 2022

Name: AJAY KUMAR GODISHALA
Employee id:
Designation: **Software Engineer Trainee**

Mr.. AJAY KUMAR GODISHALA

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel
Ayyasamy Digitally signed
by Kathirvel
Ayyasamy

Apr 11, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)



placements biet <placements@biet.ac.in>

Job offer-Reliable Technosystems-Prathyusha Samala

1 message

HR RTS <hr@reliabletechsys.com>

Thu, Apr 21, 2022 at 3:04 PM

To: samalapathyusha999@gmail.com

Cc: Srinivas Laveti <srinivas.laveti@reliabletechsys.com>, placements biet <placements@biet.ac.in>

Dear Prathyusha,

Congratulations ! It is with great pleasure that we would like to offer you the position of Embedded design Engineer - Trainee at Reliable Technosystems Pvt Ltd. Please find attached the detailed offer letter.

As mentioned earlier, there is a bond period of 2.5 years (6 months probation period + 2years employment).

We look forward to working with you.

Thanks & Regards

Sathiya Bama V

Human Resources

Reliable Technosystems Pvt Ltd

**Prathyusha.pdf**

311K



placements biet <placements@biet.ac.in>

Job offer-Reliable Technosystems-Sai Kiran Janagamwar

1 message

HR RTS <hr@reliabletechsys.com>

Thu, Apr 21, 2022 at 3:04 PM

To: saikiranjanagamwar@gmail.com

Cc: placements biet <placements@biet.ac.in>, Srinivas Laveti <srinivas.laveti@reliabletechsys.com>

Dear Sai Kiran,

Congratulations ! It is with great pleasure that we would like to offer you the position of Embedded design Engineer - Trainee at Reliable Technosystems Pvt Ltd. Please find attached the detailed offer letter.

As mentioned earlier, there is a bond period of 2.5 years (6 months probation period + 2years employment).

We look forward to working with you.

Thanks & Regards

Sathiya Bama V

Human Resources

Reliable Technosystems Pvt Ltd

**Sai Kiran.pdf**
312K



placements biet <placements@biet.ac.in>

Job offer-Reliable Technosystems - Soma Reddy Bommu

1 message

HR RTS <hr@reliabletechsys.com>

Thu, Apr 21, 2022 at 3:04 PM

To: somareddy515@gmail.com

Cc: Srinivas Laveti <srinivas.laveti@reliabletechsys.com>, placements biet <placements@biet.ac.in>

Dear Soma Reddy,

Congratulations ! It is with great pleasure that we would like to offer you the position of Embedded design Engineer - Trainee at Reliable Technosystems Pvt Ltd. Please find attached the detailed offer letter.

As mentioned earlier, there is a bond period of 2.5 years (6 months probation period + 2years employment).

We look forward to working with you.

Thanks & Regards

Sathiya Bama V

Human Resources

Reliable Technosystems Pvt Ltd

**Soma reddy.pdf**

310K

CSR Campus Drive - 2022

Dear **Anil Mitnala**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2022 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULLSTACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



Madhusudan. H

Campus Head - INDIA

CSR Campus Drive - 2022

Dear **K.Rishitha**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2022 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULLSTACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



Madhusudan. H

Campus Head - INDIA

CSR Campus Drive - 2022

Dear **SRAVYA KOTHA**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2022 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULLSTACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



Madhusudan. H

Campus Head - INDIA

CSR Campus Drive - 2022

Dear **M.Spoorthy**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2022 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULLSTACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



Madhusudan. H

Campus Head - INDIA

22nd April 2022

Ref: iOPEX/LOI APR/PAN185

Letter of Intent to offer employment

C.VIKASCHARY

C/o:C.Chandrasekharchary,h-no:21-62/2, Gandhichowk, wanaparthi,telangana,509103.

Email: vikaschary6666@gmail.com

Mobile no: 9491377138

Aadhar No:3.1712918227e+11

Dear C.VIKASCHARY,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **“Trainee - Engineer”** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV
Director – Talent Acquisition

Annexure A: Compensation Details (Salary & applicable benefits)

Name: C.VIKASCHARY

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	23,533	282,400
Variable Pay			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	Total Variable Pay	8000	96000
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	TOTAL CTC*	33,333	400,000
	Net Pay*	29,733	356,800

The complete details of the salary components will be shared in the appointment letter.

CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

Mandatory documents to be submitted post offer of employment at the time of your joining

1. Two passport size photographs.

2. Educational Certificates (photocopy for submission)

- a) 10th Mark Sheet
- b) 12th Mark Sheet
- c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Identity Proof: (Kindly provide all the below mentioned documents)

- Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
- Aadhaar Card
- Voters Identity Card
- Driving License
- Bank Passbook with attested customer photograph

4. Address Proof (Kindly provide all the below mentioned documents)

- Valid Indian Passport
- Aadhaar Card
- Voters Identity Card
- Telephone bill
- Ration card
- Electricity bill

5. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



placements biyet <placements@biyet.ac.in>

Placement offer of EEE Student Shaik zabeen nehal 19E15A0233

1 message

vsampath kumar <vsampathkumar@biyet.ac.in>
To: placements biyet <placements@biyet.ac.in>

Sun, May 29, 2022 at 7:24 PM

Fwd: Revised Offer - Medvarsity Online Ltd

----- Forwarded message -----

From: **Zabeen Shaik** <shaikzabeen142@gmail.com>
Date: Sun, 29 May, 2022, 16:31
Subject: Fwd: Revised Offer - Medvarsity Online Ltd
To: vsampathkumar@biyet.ac.in <vsampathkumar@biyet.ac.in>

----- Forwarded message -----

From: **Zabeen Shaik** <shaikzabeen142@gmail.com>
Date: Tue, May 17, 2022, 10:52 AM
Subject: Re: Revised Offer - Medvarsity Online Ltd
To: Keerthana Puli <keerthana_p@medvarsity.com>
Cc: Ajay Kayala <ajay_k@medvarsity.com>, Smita Daftuar <smita_d@medvarsity.com>

I accept this offer.

On Thu, May 12, 2022, 9:36 PM Keerthana Puli <keerthana_p@medvarsity.com> wrote:

Dear Shaik Zabeen Nehal,

Congratulations!

I take this pleasure to inform you that you have been selected for the position of **Associate Admission Counsellor** with Medvarsity Online Limited. Your fixed CTC is **Rs. 3,20,000 /- Per Annum (Three Lakh Twenty Thousand Only)**

Request you to note that this offer of employment is valid subject to your joining on or before **6th June 2022**, beyond which this offer stands cancelled unless either party communicates the said delay beforehand and successful completion of your employment verification.

You will be entitled to other benefits including PF (part of CTC), Group Medical Insurance and Group Accident Policy in accordance with the policy in the Company in force from time to time.

You will be given a detailed Appointment Letter at the time of joining along with the breakup of salary. Request you to carry below mentioned documents on the date of joining:

1. KYC Documents - Pan Card/ Aadhar Card
2. Employment Certificate - Appointment Letter, Copy of Resignation and Relieving Letter, Pay-Slip
3. Education Certificate - 10th onwards

Medvarsity team welcomes you and looks for a long-term association with all its employees and expects the same from you.

Kindly confirm the acceptance of the offer by reverting to this mail.

Note: Please refer to the attachment.



KEERTHANA PULI

Executive - HR - Talent Acquisition

+91 9505081481

INDIA | UAE | BANGLADESH



medvarsity



dosily



assimilate



healthjobs



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Aditya Kalamnurikar,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Annabhathini Samanvitha,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
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10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature

OFFER LETTER

Dear B Akhil Reddy,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The joining date is on **02/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R
Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

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Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

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Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be,

shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold and treat you as absconding in case you do not pay for the said notice payment.

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Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

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The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an

individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT & for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

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- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskriti T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Bande Pravallika Reddy,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

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With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

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On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

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The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Bhuthpoor Pravalika,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Bolla Akhila,

We are delighted to offer you the Position of **Business Development Intern** at NNIIT. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Bomma Srikanth,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
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10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature

OFFER LETTER

Dear Chinthakuntla Swetha Reddy,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The joining date is on **03/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R
Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

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Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be,

shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

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Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

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You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an

individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT & for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

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- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskriti T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Deshineni Kavya,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

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With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

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Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

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The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Dinesh Kumar,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining date is on **02/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Eshwar Vaggulapuram,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Eslavath Lakkiram,

We are delighted to offer you the Position of **Business Development Intern** at NNIIT. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear G Ravi Varma,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

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Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

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Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

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The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
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- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Likitha Singireddy,

We are delighted to offer you the Position of **Business Development Intern** at NNIIT. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
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4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

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With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

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On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

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Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Martha Sai Preethi,

We are delighted to offer you the Position of **Business Development Intern** at NNIIT. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Nakka Madhuri,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Nakkala Kamalakar,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Pavan,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

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Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

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Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

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The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
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5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
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8. Every day online practice in the pattern of final exams.
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10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Shampuri Neha,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The joining date is on **03/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

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With Best Wishes,



Sanskriti T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

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We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

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3. Unlimited test series.
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5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
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Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

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However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be,

shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an

individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT & for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskriti T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Sravanthi,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskriti T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear V Santosh Reddy,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
9. Self-learning
10. Adaptive Learning methods.

POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Varsha Reddy Thipparthi,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

Acceptance of this offer letter counts as a confirmation that the Company agrees to be bound by the following terms and conditions:

* The Company shall ensure that the position offered is available at the time of joining.

* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

What Makes Us Different?

Personalized Learning

We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

Relevant Content

Our service is designed to directly address the needs of India across the board. We want to engage Indian students in a culturally appropriate way, and respond to the syllabus in their countries. Learning content from the app is edited and reviewed by media experts - using interactive animation, practices and tests.

Depth of Content

The NNIIT app provides Junior and Senior School students with a complete learning experience; in Mathematics, Physics, Chemistry and Biology.

1. NNIIT is a student-centered learning program.
2. Unlimited topic wise practice papers.
3. Unlimited test series.
4. 24/7 student support
5. 24/7 doubt clarification.
6. One on one session with experienced teachers.
7. Personalized mentoring.
8. Every day online practice in the pattern of final exams.
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POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

Termination / Separation: Your employment with the Company can be ceased either by the company or by you as per below:

Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Yedipala Rakesh Reddy,

We are delighted to offer you the Position of **Business Development Intern** at NNIIT. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

1. The date of joining is on **01/06/2022**.
2. Soliciting or seeking employment with anyone else during this period since you have already accepted this offer is not permitted.
3. To terminate your acceptance of this offer, one months' notice or full pay in lieu of the notice would need to be provided.
4. To copy, imitate, duplicate or reproduce any material exactly or partially in any form or way that belongs to the Company is considered to be infringement of Intellectual Property Rights of the Company.
5. Please keep confidential all information about the Company that you are given access to as part of your joining or on-boarding process.
6. Please keep confidential the contents of this offer letter and not discuss with other potential employers, other employees of the Company or any other external people.

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* The Company shall have a right to terminate this offer by giving one months' notice or full pay in lieu of the notice.

With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

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We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

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2. Unlimited topic wise practice papers.
3. Unlimited test series.
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5. 24/7 doubt clarification.
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POLICIES

Base Location: Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted /transferred to any of the offices / projects / divisions / departments / units / clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

Salary & Taxes: You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

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Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

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Notice Period: The notice period is going to be 45 days for a confirmed Employee / Trainee/Intern. If the employee has to leave the organization without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

and treat you as absconding in case you do not pay for the said notice payment.

Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

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Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



GSNA Education Private Limited

 info@nniit.com  www.nniit.com

OFFER LETTER

Dear Yenugu Deepthi,

We are delighted to offer you the Position of **Business Development Intern** at **NNIIT**. This role is based out in Hyderabad. Your internship tenure is four months long.

Your Gross Cost to Company shall be **15,500 /- Per Month** during your Internship of four Months. Kindly indicate on a copy of this letter with your signature, acceptance of our offer. You will have a revised offer letter post internship.

Acceptance of this offer letter counts as a confirmation that you agree to be bound by the following terms and conditions:

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With Best Wishes,



Sanskrithi T R

Human Resources & Recruitment
NNIIT

I hereby accept the offer letter on the terms and conditions mentioned in the above referred letter.

Date:

Signature.....

Place:

About NNIIT

NNIIT is the first of its kind in India. An organization that works closely with classroom teachers, the media, and technology solutions to create a high-quality, affordable and accessible education for Indian students. We have created a platform that helps Indian students to become the best they can be - an app that allows them to increase their academic achievement and prepare for the future in a variety of fields and disciplines. Our team of passionate and talented people together have created an unprecedented sense of learning through richness, greatness, collaboration and effective workmanship.

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We create a personalized learning experience for elementary and high school students to promote their in-depth and continuous learning, content engagement and monitor their path to better learning.

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3. Unlimited test series.
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Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

Increments and promotions: Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Retirement: As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

Working Hours: You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

Medical Fitness: Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

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Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold

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Employment Verification: It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

Agreement : You may be required to sign necessary agreements including but not limited to confidentiality, non-compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of GSNA Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place/ or any of the group companies of GSNA Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against, you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Non-Compete Agreement: Excepts on behalf of GSNA Education Private Limited; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with NNIIT

& for a period of 6 months from the date of leaving the services of the company.

Confidentiality: You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it's the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

Submission of Documents: The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

Acceptance: We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

Terms and conditions:

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company. We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From



Sanskrithi T R

Human Resources & Recruitment
NNIIT

ACKNOWLEDGEMENT & ACCEPTANCE

I, _____, S/o or D/o _____, aged about _____, Occupation: Private Employee, R/o _____, do hereby solemnly affirm and sincerely undertake all the above policies.

Signature



APPOINTMENT LETTER

To,

Date: 07/07/2022

Ambati Yashwanth Goud

H.No:1-72/11,

Thattiannaram,Abdullapurmet,

Rangareddy,Telangana-500068

Dear Mr. Ambati Yashwanth Goud,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a **CTC of 4,20,000** per annum in which first 6 months is internship period during that time you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to commence from 14th June 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship,you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India

CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that are applicable in the organisation.

Additional clause(s):

1. You understand that your eligibility to employment with iLenSys Technologies Pvt Ltd is based on your performance and successful completion of the internship program. Your performance will be reviewed every 2 months and the internship will continue subject to your performance and successful clearance of evaluation process.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.
4. This offer is valid subject to your academic clearance and submission of provisional certificate on completion of final semester. In case of any backlogs or arrears offer may stand invalid.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2,00,000 starting from date of internship commitment. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.



The details of your compensation breakdown are as below(Annexure 1). Salary payable on monthly basis.

ANNEXURE - I

COMPENSATION DETAILS

(All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0



	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
COST TO COMPANY (CTC) (A+B+C)			
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
TOTAL COST TO COMPANY (TCTC) (A+B+C+D)		34495	430000

OTHER BENEFITS				
SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY(To be borne by an employee)

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India

CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five instalments only)	NIL

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any Salary Advance / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant salary advance / loan allowance policy at that time.

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

****PLI** is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN



2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to tarun.borra@ilensys.com

Date of joining is **8th July 2022.**

Please do not hesitate to contact me if you have any further questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sarita', is written over a light blue rectangular background.

Sarita Badoni
Deputy General Manager-HR

Accepted:

Date:_____



(Ambati Yashwanth Goud)

Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period



buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.

6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Ambati Yashwanth Goud)

Date:_____



APPOINTMENT LETTER

To,

Date: 13/06/2022

Dodda Sai Virinchi

H.No:3-5-99/102

Krishna Nagar Colony,

Road no:4C,Moula-Ali,

Hyderabad,Telangana-500040

Dear Mr.Dodda Sai Virinchi ,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a **CTC of 4,20,000** per annum in which first 6 months is internship period during that time you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to commence from 14th June 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship,you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.



By accepting this offer, you agree that you will follow all the Company Policies that are applicable in the organisation.

Additional clause(s):

1. You understand that your eligibility to employment with iLenSys Technologies Pvt Ltd is based on your performance and successful completion of the internship program. Your performance will be reviewed every 2 months and the internship will continue subject to your performance and successful clearance of evaluation process.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.
4. This offer is valid subject to your academic clearance and submission of provisional certificate on completion of final semester. In case of any backlogs or arrears offer may stand invalid.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2,00,000 starting from date of internship commitment. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below(Annexure 1). Salary payable on monthly basis.

ANNEXURE - I

COMPENSATION DETAILS (All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
COST TO COMPANY (CTC) (A+B+C)			
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
TOTAL COST TO COMPANY (TCTC) (A+B+C+D)		34495	430000

OTHER BENEFITS				
SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five instalments only)	NIL
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any Salary Advance / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant salary advance / loan allowance policy at that time.				
The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.				
**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.				



In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to tarun.borra@ilensys.com

Date of joining is **14th June 2022.**

Please do not hesitate to contact me if you have any further questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sarita', is written over a light blue rectangular stamp.

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Dodda Sai Virinchi)

Date: _____



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Dodda Sai Virinchi)

Date:_____

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India

CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



APPOINTMENT LETTER

To,

Date: 13/06/2022

Angajala Pavan Kumar

D.No:14-108/A,

Bodapadu,Nunna,

Vijayawada,Andhra Pradesh-521212

Dear Mr. Angajala Pavan Kumar,

We are pleased to extend to you this internship cum job offer, with iLenSys Technologies Pvt Ltd. This offer comes with a **CTC of 4,20,000** per annum in which first 6 months is internship period during that time you would be paid monthly stipend of Rs. 10,000/- (Rupees Ten Thousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your internship is expected to commence from 14th June 2022 for a period of 06 months.

During your internship you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of the internship,you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.



By accepting this offer, you agree that you will follow all the Company Policies that are applicable in the organisation.

Additional clause(s):

1. You understand that your eligibility to employment with iLenSys Technologies Pvt Ltd is based on your performance and successful completion of the internship program. Your performance will be reviewed every 2 months and the internship will continue subject to your performance and successful clearance of evaluation process.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the internship period.
3. You will have to arrange your own laptop/desktop during internship program.
4. This offer is valid subject to your academic clearance and submission of provisional certificate on completion of final semester. In case of any backlogs or arrears offer may stand invalid.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2,00,000 starting from date of internship commitment. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below(Annexure 1). Salary payable on monthly basis.

ANNEXURE - I

COMPENSATION DETAILS (All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)		
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000

OTHER BENEFITS				
SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
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SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five instalments only)	NIL
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any Salary Advance / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant salary advance / loan allowance policy at that time.				
The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.				
**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.				



In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to tarun.borra@ilensys.com

Date of joining is **14th June 2022**.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sarita', is placed over a faint, light blue rectangular stamp.

Sarita Badoni
Deputy General Manager-HR

Accepted:

(Angajala Pavan Kumar)

Date:_____



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Validity of the offer: 3 working days after date of issue.

Accepted:

(Angajala Pavan Kumar)

Date:_____

15-June-2022

Muddam Jyotsna

8-8-443/1, Sri Ram Nagar Colony, Road No-3, Kharmanghat, Rangareddi - 500035

Dear Jyotsna,

Welcome to Vodafone!

We are pleased to offer you the position of **Graduate Engineer Trainee** with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of work will be **EON Free Zone, Kharadi, Pune - 411014**. During your employment with the Company, depending upon business requirements, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad; or you may be required to work from home which shall at all times be based out of the home address as per office records, unless otherwise approved by the company in writing. You are expected to keep your home address updated at all times in company records during the course of your employment and maintain reasonable infrastructure at home to perform your services effectively while you are working from home (details will be provided separately). You understand that the Company shall provide you with the necessary equipment, and IT assets as may be required to perform your services efficiently. You shall be responsible for any damage to the assets provided to you by the Company during and post termination of your employment and you agree to the same.

For adherence to the applicable regulation related to your employment and all other matters connected with the employment and to provide you any organizational support and assistance that you may require from time to time, your assigned office location be **Pune, EON**. However, your services are transferable, and you may be assigned to any other department, function, location or to another company under the same management, whether existing or to be set up in future. In such cases, your employment will be governed by the terms and conditions of service applicable at the new undertaking.

2. You are expected to join as early as possible and not later than **25-July-2022** after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. You will be on **probation period of 12 months** from date of joining. You will be auto confirmed upon successful completion of the probation period.
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **reference check** for employment and education.*

Vodafone India Services Private Limited, Business@Mantri, Tower B, 3rd Floor, Survey No.197, Hissa No. 2+4 to 7B, Nagar Road, Lohegaon, Pune- 411014, T (+91)020 71270001, www.vodafone.com

Registered Office: 201-206, Shiv Smriti, 2nd Floor, 49/A, Dr. Annie Besant Road, Above Corporation Bank, Worli, Mumbai – 400 018, Maharashtra. Corporate Identity No. U64201GJ1999PTC059542

6. Please submit self-attested copy of the following documents on the day of joining, failing which the offer stands cancelled.
 - The relieving / resignation acceptance letter from your present employer
 - 3 passport size photographs & a copy of your PAN card
7. The Compensation and Benefits Program applicable at **Band I** is enclosed for your reference in **Annexure 1 & 2**. Please note the monetary & non - monetary benefits applicable to you are liable to change in case of any change in the current Role/Grade or if the existing policies & guidelines undergo changes.
8. We reiterate that the compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with utmost seriousness.
9. Delay or omission in exercise of any right or remedy shall not impair such right or remedy or be constructed as a waiver.

Please return the duplicate copy of this letter duly signed indicating acceptance of terms and conditions of employment. Please note that this offer letter shall automatically stand withdrawn in case we do not receive the acknowledgement acceptance within fifteen days from the issue of this letter.

We once again would like to thank you for your interest in seeking a career with Vodafone and wish you a successful career with **Vodafone India Services Private Limited**.

Yours sincerely,

For **Vodafone India Services Private Limited**.



Gopal Saha
General Manager – Resourcing

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby accept the same.

SIGNATURE: _____

NAME: _____

DATE: _____

* Some roles required 'Address verification' and 'Criminal Record' verification also. Based on your role, you will be informed regarding these verifications by the recruiter.

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Registered Office: 201-206, Shiv Smriti, 2nd Floor, 49/A, Dr. Annie Besant Road, Above Corporation Bank, Worli, Mumbai – 400 018, Maharashtra. Corporate Identity No. U64201GJ1999PTC059542

8th June 2022

Muddam Jyotsna
Bangalore

Dear Jyotsna,

We are pleased to extend you the offer to join Computacenter India Pvt Ltd (hereinafter referred to as the 'Company or 'Computacenter') in our delivery centre in India. This letter will officially confirm your annual earning potential and terms of employment.

Designation	Associate Technical Analyst which is aligned to Job Family Technology
Business function	Digital Infrastructure

Total Cash Compensation - Your annual total cash compensation will be INR 450,835 (four lakhs fifty thousand eight hundred thirty-five) and will be structured as per the attached Salary Annexure -1. This will continue to be applicable until further communication on the same. Your total earning potential includes:

Annual Gross Compensation – INR 420,000 (four lakhs twenty thousand) includes allowances and statutory benefits and will be structured in accordance with the company's compensation guidelines. The said amount includes employer's contribution Provident Fund as applicable. This is your Total Earning Potential annually.

Acceptance of the Offer clause:

To indicate your acceptance of this offer and employment with Computacenter please return the following documents, signed on each page to MB.GRP_HR_Helpdesk@computacenter.com

- A copy of this letter,
- Annexure 1 – Salary Structure
- Annexure 2 – Standard Terms of employment
- Annexure 3 - Declaration
- Annexure 4 – Service agreement

This offer of employment is subject to the following conditions:

- (i) You should be free from any contractual obligations or restrictions that may prevent you from accepting this offer or from joining on the date specified below.
- (ii) You should provide the Company, either on or before the date of joining, a release letter from your previous employer confirming that all dues have been fully and finally settled between you and your previous employer if requested by the Company.
- (iii) Your employment is based on the accuracy and correctness of testimonials and information provided by you. Your employment will be subject to no adverse information being received by the Company in relation to any background verification checks, reference checks with previous employers and/or validation of educational qualifications the Company undertakes.



- iv) This offer is contingent on us working together to determine an appropriate start date of your employment and remains valid for 7(seven) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this or after receiving your acceptance of this offer or if you do not join the company on the mutually agreed date of joining and we are unable to set an alternative date the terms of this letter an offer will be deemed you have been rejected by you unless otherwise communicated to you by the Company in writing.
- v) The Company retains the right to revoke the offer made to you hereunder at any point of time, without assigning any reason for the same, and notwithstanding the fact whether you are notified by the Company in this regard or not.

Employment Termination Clause:

- a) If the Employee wishes to terminate this Agreement and employment with the Company, the Employee will need to provide prior written notice of 60 (sixty) days to the Company. In the event the Employee requests to be relieved from services with the Company at an earlier date, the Company may relieve the Employee earlier solely at its discretion.
- b) If the Company wishes to terminate the services of the Employee, it may do so by providing a notice of at least 60 (sixty) days or payment in lieu thereof.
- c) The Employee recognizes that given the Employee's responsibilities within the Company and the need for a transition, should the Employee wish to terminate the employment with the Company, the above notice period to be provided by the Employee is necessary and reasonable.
- d) The Company shall be entitled to terminate employment "for cause" forthwith, without notice or compensation in the event the Employee:
 - (i) has been found guilty of any misconduct or indiscipline;
 - (ii) has violated any of the Standard Employment Terms;
 - (iii) has been persistently unpunctual, or neglected the duties and functions or performed the duties and functions in a manner unacceptable to the Company;
 - (iv) becomes insolvent;
 - (v) is convicted for any offence under any law for the time being in force in any jurisdiction.
 - (vi) does not have the mental or physical capacity to carry out their official functions, responsibilities or duties;
 - (vii) commits any act detrimental to the interests of the Company
 - (viii) has committed any act recognized as "misconduct" under Indian employment laws.

The aforementioned list is only for reference and not exhaustive in nature.

- e) The Employee agrees that in case of retrenchment, the principle of "last in first out" shall not be applicable.

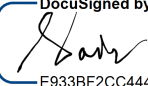


We look forward to hearing from you regarding your decision to join us. In the meantime, please do not hesitate to call your line manager should you have anything you would like to discuss further.

We wish you a successful career and look forward to your journey starting with us.

POC details: MB.GRP_HR_Helpdesk@computacenter.com

Yours's sincerely,

DocuSigned by:

E933BF2CC444E6...

Sambit Chandan Dash
Authorized Signatory

Acknowledged and Agreed
Muddam Jyotsna
Date:

Signature



22-07-2022

Ref: SSL/HR /APPT

Nedunuri Rajasree

1-1-378/A/5

SRT -2

Hyderabad , Telangana - 500020

Dear Nedunuri Rajasree

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee
2. **Grade:** ETG
3. **Date of Commencement:** Will be informed later
4. **Salary:** As per the salary Annexure.
5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

13. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

14. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

15. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

16. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17. General:

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.


(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : _____

Date : 22-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.



SONATA SOFTWARE LIMITED



Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	370060	30838
Provident Fund	21600	
Gratuity	8340	
Cost To Company	400000	
Mediclaime Insurance	11400	
Total Cost To Company	411400	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
 - Please furnish marks cards for all the years.
 - Medical Report in the prescribed format.
 - PAN Card** - this is a confirmation of your Identity and date of birth and required for making salary payments.
 - Aadhar Card** - this is has become mandatory to remit your PF deductions.
 - Your Passport sized photograph with white background only**
-
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas- This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** - This is required only if you are opting for meal card.



SONATA SOFTWARE LIMITED



Medical Examination Report

Full Name: _____

Sex: _____ Date of Birth: _____ Age of According to me: _____

Previous Illness if any: _____

Family History: _____

Height: _____ Weight: _____

Physical Deformity: _____ Blood Group: _____

Small Pox: _____ Re-Vaccination: _____

Tab: _____ BCG: _____

Operation done if any: _____

Chest (Normal): _____ Expanded: _____

Abdominal girth: _____

Vision With Glasses: _____ Vision Without Glasses: _____

Eye Diseases if any: _____

Ear: _____ Hearing Defects If Any: _____

Nose: _____ Nose Defects If Any: _____

Throat: _____ Teeth: _____ Speech: _____

Tongue: _____ Tonsils: _____

Heart Sounds: _____ Skin Disease: _____

Blood Pressure: _____ Respiratory System: _____

Liver: _____ Spleen: _____

Digestive System: _____ Genital Urinary System: _____

Urine Test: _____ Sugar: _____

Albumin: _____ Nervous System: _____

General build and constitution: _____

Any other remarks: _____

In view of the above, I consider the candidate fit/unfit for employment

Place:

Date:



Offer letter

1 message

Srinivas R.Y <srinivas.ry@astramwp.com>
To: deepikag395@gmail.com

Fri, Jul 15, 2022 at 4:08 PM



Dear Ms.G.Deepika

With reference to discussions we are pleased to offer you appointment in our Organisation as Trainee . Your CTC will be Rs 2.06 lacs per annum. (Rupees two lacs six thousand only) .A detailed appointment letter will be issued to you on the day of your joining the Organization.

At the time of joining, please report to HR Department at the following address.

Astra Microwave Products Limited.

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity, Serlingampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India

You are required to bring the following documents, with a photocopy of each, at the time of joining.

- i. Proof of age (Aadhar Card)
- ii. Educational certificates including mark sheets
- iii. Police Verification Certificate / Latest Passport (First & Last Page)
- iv. Two copies of your recent passport size photograph.
- v. Proof of your Blood Group.
- vi. PAN Card.

- vii. Bank Account Details (SBI / ICICI).
- viii. Vaccination Certificate
- ix. Latest COVID 19 Test report.

ACCEPTANCE OF JOINING

The employment will commence from the day you report for duty. If you are agreeable to accept this offer, please return the duplicate copy of this letter, duly signed as a token of your acceptance to the undersigned within 10 days of its receipt.

You are required to communicate your exact date of joining to the HR Department.

We look forward to your joining us for a mutually rewarding association.

For Astra Microwave Products Ltd.

R.Y.Srinivas

DGM - HR

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity, Hyderabad.



Disclaimer:

Information transmitted by this EMAIL is proprietary to Astra Microwave Products Ltd and is intended for use only by the individual or entity to whom it is addressed and may contain information that is privileged, confidential, or exempt from disclosure under applicable law. If you are not the intended recipient of this EMAIL immediately notify the sender at Astra Microwave Products Ltd and delete this EMAIL including any attachments.

CIN : L40109TG1986PLC006745
Lalgadi Malakpet, Shameerpet Mandal,
Medchal-Malkajgiri Dist.
Hyderabad - 500101. T.S. INDIA
Phone : +91-8418-297051, 297052.
Fax No.: +91-8418-297053
E-mail:contact@hbl.in

HBL®
HBL Power Systems Ltd.

Aug/02/ SPET
03rd Aug'2022

HBL/HRD/OFL/04

Mr. Danaveni Chandrakanth,
H.No: 1-96, Neredupally,
Bhupalpally-506168.

Mobile : 91 7981832614
Email Id : chandrakanthdanaveni@gmail.com

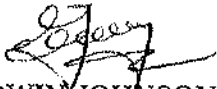
Dear Mr. Danaveni Chandrakanth,

With reference to the discussion had with you, we are pleased to confirm our offer to you as follows:-

1. Designation : Engineer
2. Total Cost to the Company : Rs.25,000/-PM(Rupees Twenty Five Thousand only)
3. Division/Department : TCAS/Project Engg
4. Contract Period : 2 Years
5. SAP Profit Center Code : PGPED13010
6. SAP Cost Center Code : PE13010621
7. Location : Gordhanpuri
8. Reporting to : Mr. Kumbargeri Jagannatha Rao
9. Date of Joining on or Before : 08-08-2022

Appointment order detailing the terms and conditions and breakup of gross salary into various components like Basic, HRA etc., will be issued to you on your joining. Please sign the duplicate and return as acknowledgment.

for HBL POWER SYSTEMS LTD.,



K. EDWIN JOHNSON
Dy. General Manager – P&A

CIN : L40109TG1986PLC006745
Lalgadi Malakpet, Shameerpet Mandal,
Medchal-Malkajgiri Dist.
Hyderabad - 500101. T.S. INDIA
Phone : +91-8418-297051, 297052.
Fax No.:+91-8418-297053
E-mail:contact@hbl.in

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HBL Power Systems Ltd.

Aug/03/ SPET
03rd Aug'2022

HBL/HRD/OFL/04

Mr. K Chetan,
H.No: 6-1-210, Padma rao Nagar,
Secunderabad, Hyderabad-500025.

Mobile : 91 9154934472
Email Id : koppulachetan0@gmail.com

Dear Mr. K Chetan,

With reference to the discussion had with you, we are pleased to confirm our offer to you as follows:-

1. Designation : Engineer
2. Total Cost to the Company : Rs.25,000/-PM(Rupees Twenty Five Thousand only)
3. Division/Department : TCAS/Project Engg
4. Contract Period : 2 Years
5. SAP Profit Center Code : PGPED13010
6. SAP Cost Center Code : PE13010621
7. Location : Gordhanpuri
8. Reporting to : Mr. Kumbargerri Jagannatha Rao
9. Date of Joining on or Before : 08-08-2022

Appointment order detailing the terms and conditions and breakup of gross salary into various components like Basic, HRA etc., will be issued to you on your joining. Please sign the duplicate and return as acknowledgment.

for HBL POWER SYSTEMS LTD.,



K. EDWIN JOHNSON
Dy. General Manager – P&A

CIN : L40109TG1986PLC006745
Lalgadi Malakpet, Shameerpet Mandal,
Medchal-Malkajgiri Dist.
Hyderabad - 500101. T.S. INDIA
Phone : +91-8418-297051, 297052.
Fax No.: +91-8418-297053
E-mail:contact@hbl.in

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HBL Power Systems Ltd.

Aug/06/ SPET
03rd Aug'2022

HBL/HRD/OFL/04

Mr. Manideep Reddy Kukunooru,
H.No: 29-1440/290, Sainikpuri,
Malkajgiri, Hyderabad-500056.

Mobile : 91 7288805704
Email Id : 18E11A0225@biet.ac.in

Dear Mr. Manideep Reddy Kukunooru,

With reference to the discussion had with you, we are pleased to confirm our offer to you as follows:-

1. Designation : Engineer
2. Total Cost to the Company : Rs.25,000/-PM(Rupees Twenty Five Thousand only)
3. Division/Department : TCAS/Project Engg
4. Contract Period : 2 Years
5. SAP Profit Center Code : PGPED13010
6. SAP Cost Center Code : PE13010621
7. Location : Gordhanpuri
8. Reporting to : Mr. Kumbargerri Jagannatha Rao
9. Date of Joining on or Before : 08-08-2022

Appointment order detailing the terms and conditions and breakup of gross salary into various components like Basic, HRA etc., will be issued to you on your joining. Please sign the duplicate and return as acknowledgment.

for HBL POWER SYSTEMS LTD.,



K. EDWIN JOHNSON
Dy. General Manager – P&A

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Lalgadi Malakpet, Shameerpet Mandal,
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Fax No.: +91-8418-297053
E-mail:contact@hbl.in

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Aug/05/ SPET
03rd Aug'2022

HBL/HRD/OFL/04

Mr. Vemireddy Narasimha Reddy,
H.No: B-1071, Ngos Colony,
Hyderabad-500070.

Mobile : 91 8247015964
Email Id : narasimhareddy8445@gmail.com

Dear Mr. Vemireddy Narasimha Reddy,

With reference to the discussion had with you, we are pleased to confirm our offer to you as follows:-

1. Designation : Engineer
2. Total Cost to the Company : Rs.25,000/-PM(Rupees Twenty Five Thousand only)
3. Division/Department : TCAS/Project Engg
4. Contract Period : 2 Years
5. SAP Profit Center Code : PGPED13010
6. SAP Cost Center Code : PE13010621
7. Location : Gordhanpuri
8. Reporting to : Mr. Kumbargerri Jagannatha Rao
9. Date of Joining on or Before : 08-08-2022

Appointment order detailing the terms and conditions and breakup of gross salary into various components like Basic, HRA etc., will be issued to you on your joining. Please sign the duplicate and return as acknowledgment.

for HBL POWER SYSTEMS LTD.,



K. EDWIN JOHNSON
Dy. General Manager – P&A

CIN : L40109TG1986PLC006745
Lalgadi Malakpet, Shameerpet Mandal,
Medchal-Malkajgiri Dist.
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Phone : +91-8418-297051, 297052.
Fax No.: +91-8418-297053
E-mail: contact@hbl.in

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Aug/04/ SPET
03rd Aug'2022

HBL/HRD/OFL/04

Mr. R Venu Gopal,
SPC 84, 6-133, Sanghi Nagar,
Abdullapurment(M), Rangareddy(D),
Hyderabad-501511.

Mobile : 91 7981470757
Email Id : revativenugopal75@gmail.com

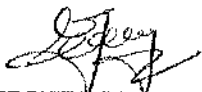
Dear Mr. R Venu Gopal,

With reference to the discussion had with you, we are pleased to confirm our offer to you as follows:-

- | | | |
|---------------------------------|---|---|
| 1. Designation | : | Engineer |
| 2. Total Cost to the Company | : | Rs.25,000/-PM(Rupees Twenty Five Thousand only) |
| 3. Division/Department | : | TCAS/Project Engg |
| 4. Contract Period | : | 2 Years |
| 5. SAP Profit Center Code | : | PGPED13010 |
| 6. SAP Cost Center Code | : | PE13010621 |
| 7. Location | : | Gordhanpuri |
| 8. Reporting to | : | Mr. Kumbargerri Jagannatha Rao |
| 9. Date of Joining on or Before | : | 08-08-2022 |

Appointment order detailing the terms and conditions and breakup of gross salary into various components like Basic, HRA etc., will be issued to you on your joining. Please sign the duplicate and return as acknowledgment.

for HBL POWER SYSTEMS LTD.,



K. EDWIN JOHNSON
Dy. General Manager – P&A

Narasimha Reddy Vemireddy.pdf Open with



Dear Narasimha Reddy Vemireddy,

On behalf of MosChip Technologies Ltd., We are pleased to extend to you this offer, you will begin as Trainee with the Company on 19th September 2022.

You will be paid INR 15,000/- per month as a stipend. Your training is expected to last for 6 months from the date of joining. However, at the sole discretion of the Company, the duration may be extended or shortened with or without advance notice.

During your trainee period, you may have access to confidential business information. By accepting this Trainee offer, you acknowledge that you must keep all this information confidential and refrain from using it for your own purposes or from disclosing it to anyone. You agree that, upon conclusion of your training, you will immediately return all company equipment, and documents, including electronically stored information. Your employment upon your successful completion of training program, subject to the Company's evaluation. If you join the company as regular employee, you will be entitled to the same benefits as per the policy applicable.

By accepting this offer, you agree that throughout your trainee period, you will be governed by the policies governing the conduct of our business and employees, including our policy on sexual harassment. This letter sets forth the complete offer we are extending to you and it supersedes any prior inconsistent statements or discussions. It may be changed only by a signed amendment.

By signing this offer of agreement, you confirm to the Company that you have no other legal obligations that would prohibit you from performing your duties. You agree to execute a Service Agreement for four years and six months which is included in this offer. In the event of a breach of agreement for the above-mentioned period, then you shall be liable to pay (Rupees Six Lakhs only) as liquidated damages to the company.

I hope that your association with the Company will be successful and rewarding. We look forward to having you join the team.

Sincerely,



Trivikram Potluri
Associate Vice President - Human Resources

I accept this Trainee Offer with the Company on the terms and conditions stated above.

Printed Name

Signature

Moschip Technologies Limited

August 03, 2022

Dear Venu Gopal Revati,

On behalf of MosChip Technologies Ltd., We are pleased to extend to you this offer as a Trainee. If you accept this offer, you will begin as Trainee with the Company on 19th September 2022.

You will be paid INR 15,000/- per month as a stipend. Your training is expected to end in six months from your date of joining. However, at the sole discretion of the Company, the duration of the trainee period may be extended or shortened with or without advance notice.

During your trainee period, you may have access to confidential business information belonging to the Company. By accepting this Trainee offer, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information. You will be considered for regular employment upon your successful completion of training program, subject to your performance and training evaluation. If you join the company as regular employee, you will be entitled to the regular employee benefits as per the policy applicable.

By accepting this offer, you agree that throughout your trainee period, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

By signing this offer of agreement, you confirm to the Company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company. You are required to execute a Service Agreement for four years and six months which includes training period. In the event of breach of agreement for the above-mentioned period, then you shall be liable to pay a sum of Rs. 6,00,000/- (Rupees Six Lakhs only) as liquidated damages to the company.

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it. If you have any questions, please do not hesitate to contact us. We look forward to having you join the team.

Sincerely,



Trivikram Potluri
Associate Vice President - Human Resources

I accept this Trainee Offer with the Company on the terms and conditions set out in this letter.

Printed Name

Signature

Date