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23-Aug-2021

Venkata Lakshmi Gedela Applicant ID : A7567439

Dear Venkata Lakshmi,

We refer to the discussions you had with us and are pleased to offer you a position in Flextronics Technologies India Private Limited (hereinafter referred to as "Company") as Junior Engineer - GBS Engineering in Grade 23. You will be working in Day Shift (India) and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on 30-Aug-2021 at our Chennai office. The address is:

Flextronics Technologies India Pvt. Ltd Global Business Services, 6th Floor, Campus 5, RMZ Millennia Business Park, No. 143, Dr. MGR Road, Kandanchavadi, Chennai – 96

Your Total Target Cash will be INR 301,200/- per annum. The enclosed annexure 1 would give you the breakup of your TTC.

Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter when you join us. Your employment will be governed by the terms of the appointment letter issued to you.

You would be reporting to Rajeshkumar Rajappan on the date of joining; reporting is subject to change post joining, if required.

Please bring along the original & 2 copies of the below documents with you on your date of joining:

- 1-Aadhaar Card Copy (Onboarding subject to submission of this document)
- 2-Print out of this Offer letter.
- 3-Three passport size photographs (Formal Attire in White Background)
- 4-ID Proofs (Voter ID, Driving License, Passport, etc.)
- 5-PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

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Dr. D.V. PARMAMURTHY
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ANNEXURE 1

Name: Venkata Lakshmi Gedela

Designation: Junior Engineer - GBS Engineering

Grade: 23

Compensation Structure:

Component Annual (INR)

Medical Reimbursement -----15,000 (Taxable Component)

Education Allowance ------2.400

-----19,200 (Taxable Component)

Special Allowance* -----59,510 (Taxable Component) Other Allowance* -----36,944 (Taxable Component)

Cash Pay ----- 258,889

Retirals

B P.F* -----21,600 (Employer Contribution)

C Gratuity ----- (As per legislation)

CTC (per annum) -----280,489

D Target Bonus**(per annum) ------20,711

Total Target Cash (per annum) -----301,200

ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

Flexible Benefits Plan:

Component ----- Maximum eligibility per annum

Gifts Card ----- Rs. 4,500/-

Meal Card ----- Rs. 26,400/-

(*) - Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of card chosen and PF contribution may change as per government regulations.

(**) - You are eligible to participate in the Flex Bonus Program and the target bonus is a percentage of your gross salary. Actual payout level is dependent upon company performance and in accordance with the bonus plan for your organization

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The employee shall guarantee that his/her employment with Flextronics will not breach or infringe any contracts, agreement, arrangements he/she have entered with any third party before this employment, including but not limited any non-compete obligation he/she may have, otherwise, he/she will be liable for any liabilities incurred, indemnify and keep Flextronics harmless from any claims, liabilities, losses, damages incurred.

In addition, there is a:

- Hospitalization coverage for self and dependents up to Rs.5,00,000/- per annum. (with 10% co-pay for dependent parents limiting up to Rs.2,5 lakhs)
- Employees eligible for ESIC would not be covered under the above Medical Insurance provided by Flex through Third party.
- 3. Personal Insurance Cover of Rs, 10,00,000/-
- 4. Subject to feasibility, Transport facility is provided for all shifts, at the option of the employee. Transport deduction is applicable as per grade for day shift employees only who log in at 7.00 AM, 8.00 AM & 11.00 AM. Change in services is subject to management discretion.
- Employees, who work in the night shifts, on working days, i.e. finish work between 12:00 Midnight and 7:30 AM, are eligible for night shift allowance for every working night.
- a. Grade 21 to Grade 25 Rs. 300
- b. Grade 26 to Grade 28 Rs. 500
- Employees, who logs in the early morning shifts, on working days, i.e. start work between 4:00 AM to 6:00 AM, are eligible for early Morning Shift Allowance.
- a. Grade 21 to Grade 28 Rs. 150





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Data Privacy & Protection

Flex has in place Binding Corporate Rules throughout its Global Footprint as an organization. These rules are seen by Regulators as the highest Standard of Data Protection available to any company. With these BCR's in place Flex meets the necessary criteria to hold and manage Personal data include the transfer of personal data transnationally within the Flex Organization.

Personal data (including sensitive data) relating to you which has been or is in the future obtained by the Company may be held and processed by the Company or any associated company either by computer or manually for any purpose relating to the administration, management and operation of your employment, (including payment of wages and maintenance of attendance, performance and conduct records) or in relation to the Company's legal obligations or business needs.

It has been brought to our notice recently that some unscrupulous individuals have been approaching candidates posing as Flex HR employees and promising them jobs with Flex in exchange for monetary / other favors.

Please be informed that Flex does not endorse any such activities and in case you are approached by someone with similar offers/ promises over phone or in person please report the same to https://prompleace.org/lex.com.

Thanking you,

Yours faithfully,

For Flextronics Technologies (I) Pvt. Ltd.

Global Business Services

Yathi Venkatesh Human Resources

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June 16, 2021

IBM India Private Limited Manyata Embassy Business Park, G2 Block, Nagwara Outer Ring Road, Bangalore - 560045, India.

Tel: 91-80-49139999

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

Dear Guntamukkala kumar Suraj

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

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

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

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



Confirmation of Joining Indox





HR. 25 Sep to me ~

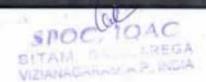
Dear G.Suraj Kumar, We are hoping that you and your families are keeping safe and healthy!!

We are pleased to confirm that you have been selected for Schemaxtech
After your training period please open your Salary
Account in HDFC Branch near by you.

Best Regards, HR Team



Office Num: +91 9963766933 Mail to us at:hr@schemaxtech.com





June 16, 2021
IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel: 91-80-49139999

rei: 91-80-49139999

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

Dear Guntamukkala kumar Suraj

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

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

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

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 21, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

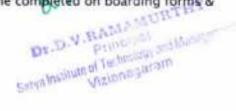
- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do
 not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3,
 Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

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

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms &









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Originals (Iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

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

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

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

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

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- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city
 (or, in the case of employees working in the National Capital Region, may require you to work from any
 such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment,
 in the event your services with IBM are terminated for whatever reason, including your resignation
 from services, within a period of 12 months from the date of your joining IBM or if you are absconding
 from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's
 approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in
 writing. The normal probation period is [1] year but may be extended or confirmed earlier based on
 your performance and at your manager's discretion. At any time during your probationary period,
 either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu
 thereof.
- You may be required to undergo certain training and assessments from time to time. You are expected
 to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to
 pass these assessments, as determined solely by the company will be deemed as a failure to comply
 with the standards of performance required by the company.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be

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

During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.

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

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your

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employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

| DATE | June 16, 2021 | | |
|---------------------------------------|---------------------------|--------------------|-----------|
| NAME | Guntamukkala kumar Suraj | BAND | 06G |
| DESIGNATION | Associate System Engineer | LOCATION | Bangalore |
| Compensation Components | | IBM Offer (in INR) | |
| 1. Annual Basic Salary | | 180000 | |
| 2. Annual Flexible Benefit Plan (FBP) | | 214760 | |
| 3. Annual Reference Salary (ARS) | | 394760 | |
| 4. Retirals | | | |
| a) Provident Fund (PF) | | 21600 | |
| b) Gratuity @ 4.8% | | 8640 | |
| 5. Annual Reference Salary + Retirals | | 425000 | |

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

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

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

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OTHER BENEFITS:

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

OTHER COMMITMENTS/ CONDITIONS

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

Signed By - IBM Authorized Signatory Talent Acquisition Leader ISA



SITAM, GAJULAREGA

VIZIANAGARAMI. A.P. INDIA

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

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

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|--|--------------------|------------------|----------------|
| PRINTED NAME | | | |
| DATE OF JOINING | | | |
| DATE | | | |
| VERIFIED BY (FOR OFFICE USE SIGNATURE | ONLY - TO BE UPDAT | ED BY ON BOARDIN | G SPECIALIST) |
| PRINTED NAME | | | ************** |
| DATE | | | |
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Explanation of Compensation Components

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

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









IBM CONFIDENTIAL

Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

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

Group Personal Accident Plan:

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

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

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

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

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

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

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

Critical Illness Buffer

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

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Domiciliary Benefit

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

National Pension System (NPS)

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

Compensation under Employees Compensation Act

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

a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

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

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - June 16, 2021

Dear Guntamukkala Suraj,

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

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

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

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

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

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

Signature.

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Dr.D.V. RAMA SEURY IV.



IBM CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

| In consideration of | my ampleyment or my con | tinuad amployment by I | nternational Business M | schiner Corneration or or | in all less |
|---------------------|-------------------------|------------------------|-------------------------|---------------------------|-------------|

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

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

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

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

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

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

- 3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.
- 4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to

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the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

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

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

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

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

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

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

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

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

In connection with any the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM

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

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

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

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

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

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

- The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.
- 10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.
- 11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.
- 12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

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

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

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





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COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- Vaccination for all IBMers: Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- Dedicated 24X7 Medical Helpline with Portea: IBM has launched a dedicated helpline through Portea Health
 Care Services for a variety of services including doctor consultation, medical/home care services, and testing
 services. This helpline is the first point of contact for support for any medical help.
- Access to Oxygen Concentrators
 IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with
 Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon,
 Noida), Kolkata, Chennai, and Hyderabad.
- Eldercare Support with Samarth: IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- COVID Care Center: We have worked with Apollo Hospital to offer medically supervised "step down" facilities at
 designated hotels in every major city where IBMers and immediate family members can quarantine in case it's
 not feasible at home.
- Emergency Transport for Medical Needs: We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- Additional Insurance Coverage: IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.

Meal Delivery Service

We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good

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COVID Assist: We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests
around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also
help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- IBMer volunteer COVID squads: We have organized squad groups staffed by IBMer volunteers to take service
 requests and match them to verified sources of available resources Hospital Beds, ICUs, Oxygen requirements,
 ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a
 difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several
 employee support groups across cities to provide employees with a platform to discuss issues, challenges,
 concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid
 Warrior stories to energise teams.
- IBM has partnered with <u>United Way of India</u> to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with <u>StepOne</u>. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

IBM is playing a key role in Global Task Force on Pandemic Response launched by the <u>US Chamber of Commerce</u> to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

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WELCOME TO WIPRO

29 September, 2021

Dear Shilpini Jampana,

With reference to the Interviews, you had with us, it gives us pleasure to inform you that we have found you suitable for an opportunity with Wipro Limited ("Company"). You shall be designated as a **Software Engineer** under the **Project Stream** and will form a part of the Career Band **A3** in the organization.

As per Company norms, your relevant experience has been taken as 0 months.. Your Annual gross salary shall be IndianRupee 350000 CTC per annum.

Your employment with Company is subject to the terms and conditions as listed in the attached Offer Letter which also includes your salary structure.

Your Location of Joining would be **Hyderabad** You would be required to join us, on or before **11 October**, **2021** based on business requirement. We would intimate you of the exact date and schedule one month prior to the actual date of joining.

Your confirmation to the contents of this Offer Letter is a pre-requisite for issuance of the final Appointment Letter to you. Please do let us know your decision within the next 48 hours. You may also communicate your decision to Mallesham MALTHUM at mallesham.malthum@wipro.com. Upon submission of your acceptance of the Offer Letter, you are also required to complete the prerequisites listed below within 5 days from the issue of this letter. Please note that, this Offer letter shall elapse within 5 days from the date of issue, if not accepted online. Should you have any queries please get in touch with Mallesham MALTHUM: mallesham.malthum@wipro.com. Final Appointment letter containing the detailed terms and conditions of employment will be issued to you post receipt of your confirmation.





Dr.D.V.RAMANTINTHY

Dr.D.V.RAMANTINTHY

Principal

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List of pre- requisites

 Background verification document to be submitted within 48 hours of accepting the offer letter and verified by the document verification team.

2.Joining forms to be completed on Embark/associated systems 72 hours prior to date of Joining.

Your appointment is subject to and conditional upon the satisfactory completion of your background verification (BGV) including verification of the documents and details mentioned here and/or any information furnished at the time of interview, in addition to fulfilling the eligibility criteria.

Please follow the steps mentioned in the email to accept or reject the offer.

Upon receiving your confirmation, we will get in touch with you and provide you more details related to joining as and when necessary either through mail or letter. Further, please note that this Offer Letter is a non-binding conditional offer letter and becomes binding upon issuance and acceptance of final Appointment Letter by you.





Dr.D.V. RAMANULTATE

Principal

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EMPLOYMENT OFFER

29 September, 2021

Dear Shilpini Jampana

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

1. APPOINTMENT

- a. The date of appointment is effective from the date of joining which is 11 October, 2021, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of six (6) months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- 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.

2. COMPENSATION

You will be eligible for:

a. Compensation and benefits in accordance with Annexure I_Salary Offer Sheet.

b. Variable Pay - The Variable Pay program may be changed or modified in part or full

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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 based on 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:

- 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. Contributory Medical Insurance for your band and stream.
- 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.
- h. A detailed benefit annexure on the above benefits will be issued to you on or before date of joining

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.

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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.
- 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.

Signed by Shilpini Jampana Shilpini jampana Ngmail.com | 29-09-2021 01:14:56 PM IST | 49.37.156.12

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

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

8. NON-COMPETE

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

9. GENERAL

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.

Signed by Shilpini Jampana | shilpini jampana@gmail.com | 29-09-2021 01-1456 PM IST | 49.37.156.12

Dr.D.V.II

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

10. NOTICE PERIOD & TERMINATION:

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

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

Best regards, For Wipro Limited,

Vishwas Deep Global Talent Acquisition Head

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

Name: ______ Signature: _____

Date: __/__/__

Place:

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Victorial Science

ANNEXURE - I

SALARY OFFER SHEET

Name: Shilpini Jampana

Location: IN-Hyderabad

Position: Software Engineer

Career Group: A3

Career Stream: Project Stream

Annual Gross Salary Offered by Wipro: Rs.350000 You shall receive salary as detailed below.

| Component | Value | |
|--------------|----------|--|
| Basic | 1,40,000 | |
| HRA | 70,000 | |
| Bonus | 27,996 | |
| WBP | 58,274 | |
| PF | 21,600 | |
| Gratuity | 7,434 | |
| Medical | 7,200 | |
| Variable Pay | 17,496 | |

^{*}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.





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

ANNEXURE-II

DECLARATION ON CONFLICT OF INTEREST

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

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

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

Name:_____
Date:_____
Signature:_____

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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 trading window is closed. For details please contact: the 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 Safety Inscribed of Technology and March SITALI GAJLLAREON

Signed by Shilpini Jampana | shilpini jampana@gmail.com | 29-09-2021 01:14:56 PM IST | 49:37:156:12

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 – IV PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Shilpini Jampana**, 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 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 by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

| Name: | |
|------------|--|
| Signature: | |
| Date: / / | |





Dr.D.V. RASIABIURTEY

Principal

Party logitude of Technology and Management

V.zianagaram

Date: 10/12/2021

To

Adapa Pavan Madhav (Code: CAN381077)

Provisional Offer Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Process Executive**. Your services are being deputed to **NVIDIA GRAPHICS PRIVATE LIMITED** on the following terms and conditions:

- Your employment will be valid from 09/12/2021.
- Your Salary CTC will be INR 287,340.00 per annum (as per Annexure 1) and will be paid out basis your actual
 joining date.
- · Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - · Employee profile form
 - · Statutory Nomination forms like ESIC, PF, Mediclaim etc.
 - b. Upload proofs of your documents:
 - · Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - · Copy of both Educational certificates & Previous employment documents.
 - · Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

You shall report for work on **09/12/2021** .In case you fail to join the company by the scheduled date, you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1(one) months Gross salary to the Company.

Please get in touch with us for any queries. Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

5 Authorized Signatory 8 T Balakrishnan S

VIZIA Head - HRSSC

Registered Office:
Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennal 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in





Annexure I: Salary Breakup

| Component | Monthly | Yearly |
|---|-----------|------------|
| Basic | 13,000.00 | 156,000.00 |
| House Rent Allowance | 6,500.00 | 78,000.00 |
| Statutory Bonus | 1,760.00 | 21,120.00 |
| Gross Salary | 21,260.00 | 255,120.00 |
| Employer's Contribution to EPF | 1,560.00 | 18,720.00 |
| Insurance | 995.00 | 11,940.00 |
| EDLI | 65.00 | 780.00 |
| PFADMIN | 65.00 | 780.00 |
| CTC (Cost to the company) | 23,945.00 | 287,340.00 |
| Employee's Contribution to EPF | 1,560.00 | 18,720.00 |
| Net take home = (Gross salary- Total deduction) | 19,700.00 | 236,400.00 |

^{*} Income tax, Proffessional tax and LWF as applicable will be deducted.

For Randstad India Pvt Ltd.

3. Bulatiling.

Authorized Signatory Balakrishnan S Head - HRSSC

undefinedundefined

Registered Office : Randstad India Private Ltd

Randstad House,
Old No. 5 & SA, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennal 600 006;
P +91 (0) 44 66227474
www.randstad.in



^{*} All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

Cognizant

16-Dec-2019

Dear Revothi Kottopilli, B.E./ B.Tech, Electronics and Communication Engineering Satya Institute of Technology and Management

Condidate ID - 13906255

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs. 401,986/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs.23,986/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remoneration (ATR) would stand revised to Rs.455,880/-. This includes an annual incentive indication of Rs.22,500/- as well as Cognizant's contribution of Rs. 24,880/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vegue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Placse note

- . This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may

We look forward to you joining us. Should you have any further questions or clarifications, please log-into https://compus2cagnizont.com/

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Scresh Bethovondo

Global Head-Talent Acquisition

I have read the after, understood and occupit the above mentioned terms and conditions.

Signature:

Date:

Be.D.V.RAM (MUHTHY

Vizianagarum

Sarra Institute of Technology as

RPqd. Office: 115/535, Old Michabolipuram Road, Okloam Thoroipakkem, Chennai - 600 097

Cognizant

Annexure A

| 1 | Name: | Revothi Kottopilli | | Designation: | Programmer Analyst Tra | inee |
|---------|----------|-----------------------------|--------------------------------|-----------------|------------------------|---------|
| SI. No. | | | Description | | Monthly | Yearly |
| 1 | Basic | | | | 10375 | 124,500 |
| 2 | HRA @ | 060% of basic* | | | 6225 | 74,700 |
| 3 | Conveyo | ance Allowance* | | | 800 | 9,600 |
| 4 | Medical | Allowance* | | | 1250 | 15,000 |
| 5 | Compar | ny's contribution of PF # | | | 1800 | 21,600 |
| 6 | Advanc | e Statutory Banus*** | | | 2000 | 24,000 |
| 7 | Special | Allowance* | | | 7175 | 86,100 |
| | Annua | Gross Compensation | 100 | | | 355,500 |
| | Incentio | ve Indication (per annum)* | | | | 72,500 |
| | Annuc | l Total Compensation | | | | 378,000 |
| | Сотра | ny's contribution towards b | enelits (Medical, Accident and | Life Insurance) | | 18,000 |
| | Gratuit | 0 | | | | 5,986 |
| | Annuc | l Total Remuneration | | | | 401,986 |

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

- . Floating Medical Insurance Coverage
- · Round the Clock Group personal accident Insurance coverage
- . Group Term Life Insurance Coverage
- . Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010.
- . Gratuity, on segaration after 4 years and 240 calendor days of continuous service, payable as per Payment of Gratuity Act
- . Warren associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017.

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Persion Fund & EDU Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Banus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Banus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhor special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

- * Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
- 1. Choose from a bauquet of allowance or benefits
- 2. Redefine your solary structure within prescribed guidelines.
- 3. Optimize your earnings.
- ** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, solved to change, and based on included and program performance. It is pro-rated to the duration spent with Engineers India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is poid.

Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr. July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in ludia. The annual will be pro-rated to the duration spent with Cognizant India and will be

R/rad. Office: 115/535, Old Mahaboligoress Road, Okkiam Thorsipakkam, Chennai - 600 097



Cognizant

paid out on the condition that you continue to use the familian language skill as required by your role/project/account.

**** Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Nate: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Grass Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the after letter, Cognizant reserves the right to not consider you for future career apportunities in the company. We look forward to welcoming you to Cognizant.

Login to https://onecognizont.cognizont.com->-Fotal Rewards App for more details

SPOC, IOAC BITAIN, CALLEREGA VIZIANAGARASIA P. INCIA



Dr.D.V.FIAMAMURET III



Offer: Computer Consultancy

Ref: TCSL/CT20172280856/Hyderabad

Date: 04/03/2021

Ms. Saitriveni Mahadasayam 52-14-35Old Resapuvanipalem, Near Swarnabharati Indoor Stadium, Visakhapatnam-530013. Andhra Pradesh. Tel# 91-7075798898

Dear Saitriveni Mahadasayam,

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.

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/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential TCSL/CT20172280856

TATA CONSULTANCY SERVICES D.V. RAMAMURTHY

Tata Consultancy Services Limited

Principal

Deccanpark, No 1 Softwap Units Lyppit, Madhapur, Hyderahad Spt. URT India Tel: 91 40 6667 2000 fax; 92 40 6667 2222 Website: www.tqs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careerseitcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

TCS Confidential VIZ TCSL/CT20172280856

Deccanpark, No 1 Software Units Layout, Madbaput, Hyderabad 500 MJ, India of Manual Building, Sth Floor 10

D By

TCS Careers Serviceline: 18080000 111 Email: careers tcs.com



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

 Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

TCS Confidential

TCSL/CT20172280856

TATA CONSULTANCY SERVICES Dr. D.V. FLARA

Deccanpark, No 1 Software Lines Layout, (S) (thapur, Hyderana) 500 out Findia

Tel: 91 40 6667 2000 Fax \$2 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: careersuitcs.com



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- Entitlement You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

SITAM

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TCS Confidential TCSL/CT20172280856

TATA CONSULTANCY SERVICES

Tata Considerancy Services Limited Tel: 91 40 6667 2000 Fax: Number 2222 Website: www.handson 087 india.

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 446 627

TC5 Careers Serviceline: 1800 209 3111 Front. Deccanpark, No 1 Software Unite bayout, Madhapur, Hyderahad 500 087



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve

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Tata Consultancy Services Limited

DAME TO BE Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad, 500 cm and act of the state of the Viz an equipment Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website; www.fc.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 621 TC5 Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Dr.D.V.RANAMULT



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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Tata Consultancy Services Limited

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day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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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.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

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Dr.D.V.RAMAM SRTHY

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19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
- *There is no criminal offence registered/pending against you.
- *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

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*Passport

*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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lestinute of the manage and the Deccanpark, No 1 Software Units Layout Madhapur, Hyderabad S00 ust India Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800-209-3111 Email: careersuitcs.com



24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

K Ganesan

Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary

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

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GROSS SALARY SHEET

Annexure 1

| Name | Saitriveni Mahadasayam |
|----------------|--|
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Gvp - Satya Institute Of Technology And Management |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------|----------|
| 1) Fixed Compensation | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,877 |

[#] Refer to Table 2 for TCSL defined Structure, In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Dr.D.V.RAMANUR 1344 Tata Consultancy Services Limited

ath of Technology and Management Deccampark, No 1 Software (Inthit ayout, Madhapur, Hydera Sad Sob da phydrae man Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nanman Point, Msmbai 400 021

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^{*} Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

^{**}The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

^{***} For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.



Annexure 2

| Ahmedabad | Bangalore |
|---|--|
| TCS XP HR Lead Tata Consultancy Services, | TCS XP HR Lead Tata Consultancy Services. |
| Garima Park,IT/ITES SEZ,Plot # 41, | Gate 1, No 42, Think campus, Electronic City phase II, |
| Gandhinagar - 382007 | Bangalore - 560100, Karnataka |
| BUBANESHWAR | Chennai |
| TCS XP HR Lead | TCS XP HR Lead |
| Tata Consultancy Services, | Tata Consultancy Services, |
| Training Lab Venue: Barabati, IRC Block, Ground Floor, | 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, |
| Tata Consultancy Services Limited, (UNIT-II) - BARBATI | TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. | |
| 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, | |
| Bhubaneswar - 751024 | |
| DELHI - Gurgoan | DELHI - Noida |
| TCS XP HR Lead | TCS XP HR Lead |
| Tata Consultancy Services, | Tata Consultancy Services, |
| Block C, Kings Canyon, ASF Insignia, Gurgaon - | Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th |
| Faridabad Road, Gawal Pahari, Gurgaon - 122003, | floor, Glaxy Business Park, Block - C & D, Sector - 62, |
| Haryana | Noida - 201 309,UP |
| Guwahati | Hyderabad |
| TCS XP HR Lead | TCS XP HR Lead |
| Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - | Tata Consultancy Services, Q City, Nanakramguda, Hyderabad |
| 781006, Assam | CLCITY, realitationing data, report action |
| INDORE | KOLKATA |
| TCS XP HR Lead | TCS XP HR Lead |
| Tata Consultancy Services, | Tata Consultancy Services Limited, |
| IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, | Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New |
| Village Tigariya Badshah & Bada Bangarda, Tehsil | Town, Rajarhat, Kolkata - 700160, West Bengal OR |
| Hatod, Indore - 452018, | Auditorium, 2nd Floor, Wanderers Building, Delta Park |
| Madhya Pradesh KOCHI | MUMBAI |
| TCS XP HR Lead | TCS XP HR Lead |
| Tata Consultancy Services, | Tata Consultancy Services, |
| TCS centre, Infopark Road Infopark Campus, Infopark , | Yantra Park, Pokharan Road Number 2, TCS Approach |
| Kakkanad, Kerala 682042 | Rd, Thane, West, Thane, Maharashtra 400606 |
| NAGPUR | PUNE |
| TCS XP HR Lead | TCS XP HR Lead |
| Tata Consultancy Services Limited, | Tata Consultancy Services, |
| Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra |
| Trivandrum | |
| TCS XP HR Lead | |
| Tata Consultancy Serives, | |
| Peepul Park, Technopark Campus , Kariyavattom P.O. | |

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Trivandrum - 695581, India

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Tata Consultancy Services Limited

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbal 40

TCS Careers Serviceline: 1800 209 3111 Females



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software.
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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Tata Consultancy Services Limited Dectargank, No 1 Software brits Layout Medhapun Wyderabad 500 011 India

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TC5 Careers Serviceline: 1800 209 3111 Email: careersuitcs.com



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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TATA CONSULTANCY SERVICES

Deccanpark, No 1 Software Units Linear, Madhapur, Hyderabad 500 011 India

Tel. 91 40 6667 2000 to c. 20 6667 2222 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careersaitcs.com



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, quidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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Tel: 91 40 6667 2000 Fax \$1 40 6667 2222 Website: www.tcs.com Registered Office Nirmal Building of Poor, Nariman Point, Mumbai 400 021

TC5 Careers Serviceline. T800 209 3111 Email: careers@tcs.com



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential 5 TCSL/CT20172280856

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Tata Consultancy Services Limited

Decompark, No 1 Software Units Layout, Madhapur, Hyderaba P500 on 1 Block of 191 40 6667 2000 Fax 91 40 6667 2222 Website www.fish.com Block of 191 40 6667 2000 Fax 91 40 6667 2222 Website www.fish.com Block of 191 40 6667 2000 Fax 91 40 6667 2222 Website www.fish.com Tel: 91 40 6667 2000 Fax: 91 40 6567 2222 Website: www.tcs.come.ol Technology and Monte Registered Office Nirmal Biological Moor. Nariman Point. Spiration 4-9 epoch 3 artistics Careers Serviceline: 1469 209 3111 Email: careers arts.com

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- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential

SPOC, I Becampark, No 1 Software Visits ayout Madhapur, Hyderabad Solouri India of STAIN CALL STEEL 91 40 6667 2000 FACED 40 6667 2222 Website: www.fcs.cqualifications Viziana Building 5th Floor, Nariman Point, Mulantil 100 0247

ALTIOSTAR

25 November, 2021

Sunil Kumar Chilla House Number: 2-50-152, Tagarpuvalasa, Bheemli Mandal, Visakhapatnam, Andhra Pradesh – 531162, India.

Dear Sunit:

With reference to your application to Altiostar Networks India Pvt. Ltd. ("Company"), and subsequent interviews, we are pleased to offer you a Member of Technical Staff position at our Bangalore Office.

As agreed your start date with the Company will be no later than 15 December, 2021. If this date is changed with mutual consent, then the newly agreed start date remains binding on you. The change in date may be intimated to you via an email to your email id available in our records, with a reference of this offer letter.

Your Annual Gross emoluments will be Rupees Ten Lakhs. This is a gross CTC figure. A breakup of the same is attached with this offer letter as Annexure 1. This salary (CTC) is subject to income tax as per the applicable income tax laws of India. Meaning, income tax will be deducted per month from your monthly salary amount as per the applicable tax bracket for your salary, after considering your investments under the relevant sections of the income tax law.

You will also receive a one-time sign—on bonus of Rupees One Lakh. In case you leave Altiostar Networks within two years of receiving the sign on bonus, you will have to return a pro-rated amount.

This offer of employment is subject to your producing

- a) Evidence of your technical qualifications.
- b) Relieving letter from your current/last employer if applicable
- c) Latest Pay slip or Form 16 from your current / last employer.
- d) Proof of your experience mentioned in your resume.
- e) Your eligibility to work in India.

As a part of your employment at Altiostar Networks, you will be entitled to the following benefits:

- Paid annual leave of 30 days as per the Company's leave policy (Paid Time Off), i.e. 2.5 days of paid leave per month.
- 2. 10 public holidays per year. A list of public holidays for the prevailing year would be shared with you upon joining.
- 3. Maternity benefit (as applicable) as per the Maternity Benefits Act, 1961.
- 4. Gratuity as per the provisions of The Payment of Gratuity Act, 1972.
- Provident Fund: You will be eligible to participate in a Provident Fund scheme wherein an amount equivalent to 12% of your basic salary will be paid by the Company (as your employer) and 12% by you (will be deducted from your monthly pay). Both the contributions are a part of your aforementioned CTC.
- Medical Insurance: You will be covered under a Group Medical insurance plan as per the Company's policy for yourself, spouse, 2 dependent children and parents OR In-laws as applicable and you will be enrolled upon joining.

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Dr.D.V.RAMAMEURTHY
principal
princip

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The working hours of the Company are from 10 am to 7pm, from Monday through Friday, i.e. 45 hours per week. Saturday and Sunday are considered as weekly off days.

As part of your employment at Altiostar Networks, you will be required to execute one or more agreements to include protection of intellectual property, non-disclosure of certain information, and non-solicitation and concempetition in the event that your employment with Altiostar Networks ceases.

This offer of employment is subject to and conditioned upon the truthfulness of the representations you have made to the Company during your interview and entire recruitment process.

Altiostar Networks offers a fast-paced, entrepreneurial environment. We are working on innovative and intelligent solutions, which will further enable and open the world of wireless communications. We are confident your contributions will be valuable to our success and look forward to a mutually beneficial relationship for many years to come.

Kindly confirm acceptance by signing and returning one copy of this letter.

Sincerely,

Srinivas Gudladana Head of Operations-India

accept your offer hereinabove and will join on or before:

Start Date: 15 - 12 - 30,01

Signature:

ch. Sunilkumari.

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Dr.D.V. BAMANU HTERY
Principal
Principal
Vizianagurana



Tech Mahindra Limited Info city, Hi-tech City Layout Madhapur, Hyderabad 509081 Jodia Tel: +91 40 3085 5091 Fax: +91 40 2311 1011

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Ref: 862651/2005844/ELTP

24-DEC-2021

Mr. Venkataramana Rakesh Joga Vizianagaram (Ap) - 535003 Mobile: 8919684279

Subject: Offer of Appointment

Dear Mr. Venkataramana Rakesh Joga

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

- 1. With reference to our discussions, we are pleased to offer you an appointment in our organization as Associate Software Engineer at Band "U" and Sub Band "U1" under ELTP Scheme. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
- 2. You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training. The training program called "Entry Level Integrated Training and Enablement" (ELITE) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
- 3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
- Your remuneration while on probation has been detailed in Annexure A. Upon confirmation, your "Annual Total Cash Compensation" will be Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only). Please refer Annexure B for details on the compensation and statutory deductions.
- 5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course.
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and

Submission of all necessary legal documentation pertaining to your employment

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Page 1 of 29

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Tech Mahindra Limitera Info city, Hi-tech City Layout Madhague, Hyderabad 500081,india Tel: +91 40 30ks 8293 Fax: +91 40 2211 7011

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- 7. You are required to sign a service bond (Draft at Annexure J) with our organization for a sum of Indian Rupees 1,00,000/- (Rupees One Lakh Only). As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a onetime settlement allowance not exceeding INR15,000/- (Rupees Fifteen Thousand Only) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
- Your employment with us will be governed by terms and conditions as specified in Annexure C.
- You are required to join on 30-DEC-2021 at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
- 10. You are requested to report to Chitrangda Parihar at 9:00 AM through Virtual Joining Process to complete the joining formalities at TECH MAHINDRA LTD, PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE, SPECIAL ECONOMIC ZONE, PUNE-411057 (MAHARASHTRA), INDIA., You are required to submit soft copies of the original documents as per Annexure D to the recruiter and HR Team respectively.
- 11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
- 12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
- Kindly confirm your acceptance of this offer of appointment to campusjoining@techmahindra.com by 30-DEC-2021.

For Tech Mahindra Limited

Krishna Ramaswami Page 2 of 29

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By Rens Dr.D.V.RAMANURTHY Principal

Satva Institute of Tertinology

Tech Mahiedra Limited Info city, Hi-tech City Linguit Mailhapur, Hyderabari 50081,India Tel: +91 40 3035 569 Fair: +91 40 2311 7011

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Head - Resource Management Group

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

Date:

Signature:

Venkataramana Rakesh Joga

Place Soft 29

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Tech Mahindra Lamited Info city, Hi-tech City Lityout Madhapur. Hyderabad 505811.india Tel: +91 40 3053 5353 Fax: +91 40 2311 7011

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ANNEXURE - A

| NAME | Mr Venkataramana Rakesh Joga | |
|-------------|--|-----------------------------------|
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| BASIC (@40% | 6 OF TOTAL FIXED PAY) | 89393 |
| HRA (@70% (| OF BASIC) | 62575 |
| BONUS / STA | TUTORY BONUS | 48000 |
| EMPLOYER'S | CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 10727 |
| FLEXIBLE CO | MPONENTS OF TFP | 12787 |
| TOTAL FIXED | PAY(A) | 223482 |
| TOTAL VARIA | ABLE PAY (TVP)(B) | 24831 |
| ADDITIONAL | BENEFITS(C) | 11687 |
| GRATUITY | Service and the community of the service of the ser | 4300 |
| INSURANCE | PREMIUMS (towards GTLI, GMIP AND GPAI) | 7387 |
| TOTAL COST | TO COMPANY (D) = (A) + (B) + (C) | 260000 |

- Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you
 would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is
 subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details
 in the Company's records.
- Flexible Benefit Plan (as applicable); You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

| Component | Max Limit | |
|-------------------------|-----------|--|
| Leave Travel Assistance | 12000 | |
| Meal Card | 26400 | |

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Tech Mahindro Limited Info city, Hi-tech City Linyout Madhagori, Hyderabad 500081,India Tel: +91 40 3063 6363 Faz: +91 40 2311 7611

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ANNEXURE A (Contd...)

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

4. Deductions:

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

Notes:

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

For Tech Mahindra Limited,

Krishna Ramaswami

Head - Resource Management Group

Page 5 of 29 O A C

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Tech Mahindra Limited Info city, Hi-tech City Loyout Madhapur, Hyderatud 500081 India Tel: +91 40 3003 303 Fax: +91 40 2311 7011

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ANNEXURE - B

| NAME | Mr Venkataramana Rakesh Joga | |
|-------------|--|-----------------------------------|
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | PUNE | |
| | COMPONENTS | Per Annum (All figures in INR) |
| BASIC (@409 | OF TOTAL FIXED PAY) | 112394 |
| HRA (@70% (| OF BASIC) | 78676 |
| BONUS / STA | TUTORY BONUS | 48000 |
| EMPLOYER'S | CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 13487 |
| FLEXIBLE CO | MPONENTS OF TFP | 28428 |
| TOTAL FIXED | PAY(A) | 280985 |
| TOTAL VARIA | ABLE PAY (TVP) (B) | 31221 |
| ADDITIONAL | BENEFITS (C) | 12794 |
| GRATUITY | | 5407 |
| INSURANCE | PREMIUMS (towards GTLI, GMIP AND GPAI) | 7387 |
| TOTAL COST | TO COMPANY(D) = (A) + (B) + (C) | 325000 |
| | | |

- Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you
 would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is
 subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details
 in the Company's records.
- Flexible Benefit Plan (as applicable): You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

| Component | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000 |
| Meal Card | 26400 |

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Tech Mahindra Limited Info city, Hi-tech City Layout Madhapar, Hyderabar 550081,India Tel: +91 40 3003 550 Fax: +91 40 2311 7011

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ANNEXURE B(Contd...)

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

4. Deductions:

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

Notes:

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

For Tech Mahindra Limited

Rivision Krishna Ramaswami

Head - Resource Management Group

Page 7 of 29

Dr.D.V.RAMAMURTHY Satya Institute of Technique and Management Principal

Tech Mahindra Limited Info city, Hi-tech City Layout Modrapur. Wyderatus 920081,india Tet: +91 40 3053 6363 Fax: +91 40 2311 7011

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ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

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

(b) Secrecy

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

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

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

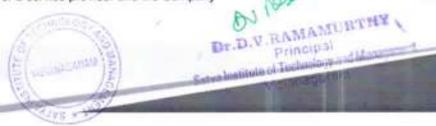
(d) Non-Solicitation / Non-Compete

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

- You will not solicit business and/or self services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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

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

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

You hereby covenant and undertake that you will:

not engage in any actions that are, or could be seen to be, bribery of foreign public officials as
described in the OECD Convention on Combating Bribery of Foreign Public Officials in International
Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"),
the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great
Britain and Northern Ireland; and

comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery

and in doing so will provide nothing of value to any government official.

not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any
person any gift, success fee, rebate or consideration of any kind whatsoever including speed or
facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out
any act and specifically in relation to any business opportunity or a customer including for the purposes
of collection or for showing any favour or disfavour to any person or persons in relation to such
performance.

(f) Confidentiality / Non-Disclosure

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

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

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

(g) Mandatory Period of Service

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

SPOC, IOAC Page 9 of 29 ALLIANEGA

MANAGARAMA P. INC. SAM

Great Place To Work Certified Dr.D.V.RAMAMURTHY

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techmahindra.com connect@techmahindra.com Registered Office: Gatzway Building, Aprillo Bunder Mumbai 450001, India CIN L63200MH188EYLC041378

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

In the event of:

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

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

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

2. Assignments/Transfer/Deputation

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

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

3. Termination of Employment

- i) Training Period: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

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

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- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in Clause 3 herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true. The Company reserves the right to terminate your services as per the procedure mentioned in Clause 3 herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in Clause 3 or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Clause 3 herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

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

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

5. Company Policies

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

6. Personal Indebtedness

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

Restraints

Access to Information

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

Authorization

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

Smoking

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

Passwords

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

Unauthorized Software

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

Security

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

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from the security staff after the authorization from your mentor.

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

(a) Destroying Papers & Material

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

(b) Use of Company Resources

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

Overseas Service Agreement

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

9. Intellectual Property Rights

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

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

10. Jurisdiction

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

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MANAGERA PAREGA

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Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

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

- In case you are requested to report to the office. You shall be present in the office during normal working. hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
- 14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
- 15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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

Name in full

Signature

Address

Date

Place

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BU HOUT Dr.D.V.RAMAMURTHY

Principal

Satva institute of Tech

Tech Mehindra Limited ledo city, Hi-tech City Leyout Meditapur, Hi-tech City Leyout Tel: +91 40 2003 5353 Fax: +91 40 2311 7011

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ANNEXURE - D - Checklist of Documents

- A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining, whichever is earlier.
 - a) Tech Mahindra Application & BV Form
 - b) All educational certificates including
 - Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.
 - ii) Graduation Degree / Certificate
 - iii) Post Graduation Degree / Certificate, if applicable
 - iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume
 - v) Gap Justification, if any
 - vi) PAN Card Copy
 - vii) Aadhaar Card Copy (Both Front & Back copy)
 - viii) Any other additional documents required for Customer specific checks
- B. At the time of joining, you are requested to submit soft copies of the folloing documents to the HR Team on or before your date of joining.
 - a) Certificates' supporting your educational qualifications along with marks sheets Three copies each
 - Xth Certificate & mark sheets
 - · XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents ?if any
 - b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed
 - c) Five passport-sized color photographs with white background
 - d) Valid Passport

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

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submit the documents to HR.

e) PAN Card and Proof of PAN Number

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

f) Aadhaar Card

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

g) PF UAN Number: You MUST provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

h) Indemnity Bond

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

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

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

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

Candidate's Declaration:

hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Page 16 of 29 APART A.P. INCIA

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Name in full

Signature

Date

Place

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ANNEXURE - E - Confidentiality Agreement

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

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

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

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

Name Signature Date

Or.D.V.RAMA MURTHY Principal

Same Institute of Technology and Manager.

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ANNEXURE - F - Medical Self-Declaration

| | | Associate ID (To be filled by HR) | | |
|---|---------|-----------------------------------|----------------------------|--|
| First Name: Gender: Male / Female Date of birth (DD/MM/) | 5500000 | Name | Blood Group | |
| Candidate's Medical History: | | | | |
| Candidate's Medical Details | Yes | No | Please provide the details | |
| Do you have any defect or problem of vision? | | | | |
| Can you readily distinguish between the pigmentary colors? | | | | |
| | | | | |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation? | | | | |
| | - | | | |
| prevent your hearing of normal conversation? | | | | |
| prevent your hearing of normal conversation? Do you have any physical deformity / handicap? | | | | |

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ANNEXURE - G - Intellectual Property Assignment

Associate Name: Associate ID: Date:

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

(a) Intellectual Property Assignment

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

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

(b) Restrictions after Termination

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

WITNESSED ACCEPTED

Page 21 of 29.

Dr.D.V.RAMAMURTHY
Principal
Substitute of Technology and Management
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ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non-Solicitation

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

- 1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business
- 2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
- 3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
- 4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists. names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

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

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

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Page 22 of 29

Tech Mahindra Limited Info-city, Hi-tech City Layout Madhapur, Hyderabad 500881.india Tel: +91.40.3003 535 Fax: +91.40.2311.7011

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- Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings. Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

- Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries. documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
- Partial Restriction on Post-Termination Competition; Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

Covenant Not To Compete, I hereby covenant and agree as a part of and ancillary to this Agreement Dr.D.V.BAMAMUI Page 23 of 29

Teah Mahindra Limited Into city, Hi-tech City Layout Madhapor, Hyderabod 5000H1 India Tek: +91 40 3003 505 Fax: +91 40 2311 7011

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that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

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

- 8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement, I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
- 9. Damages and Remedies; I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Section 13 for the liquidated damages specified in Section 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited, shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of athowing any irreparable injury or special damages, in any court of competent jurisdiction. PAR.D. V.RAACA SEE

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Tech Mahindra Lamited Info city, Hi-tech City Layout Madhapor, Hyderabut 500081,India Tel: +91.40.3063.6363 Fax: +91.40.2311.7011

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Dr.D. V. RAMARARIUR THY

- 10. <u>Severability</u>: Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
- 11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
- Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
- 13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.
- 14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

Signature

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(Venkataramana Rakesh Joga)

Tech Mahindre Livetini Info city, Hi-tech City Layout Madhapur, Hyderabasi 500081 Jedio Tel: +91 40 3003 5003 Fax: +91 40 2311 7011

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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the Mr. Venkataramana Rakesh Joga "Employee".

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

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

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

[Name & Signature]

Witness/ Notary Public:

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Tech Mahindra Limited Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India Tel: +91 40 3003 6301 Fax: +91 40 2311 7011

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Annexure - J - INDEMNITY BOND WITH SURETY

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

AND

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

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

the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the Employee vide letter No _____ dated

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

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

Page 27 of 29

of Tech Mahindra.



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NOW THIS INDENTURE WITNESSETH as under:

- 1. In compliance of the aforesaid condition in Offer of Appointment subject to which Tech Mahindra has agreed to give appointment to the Employee, the Employee hereby undertakes to undergo the Initial Training Programme as provided by Tech Mahindra without any interruption whatsoever and serve Tech Mahindra, on its various projects at any location, in India or abroad, for a minimum period of twenty four (24) months from the date of joining.
- 2. The Employee hereby undertakes to devote his/her full time and attention to the business of Tech Mahindra with due care, skill and diligence. The Employee further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of Tech Mahindra.
- 3. The Employee hereby undertakes to honor the commitment made by Tech Mahindra to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
- 4. The party of the Second Part i.e. agrees to stand as Surety for the due performance of the obligation of the Employee under this agreement of indemnity. In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of INR 100,000/-(Rupees One lakh only) to Tech Mahindra with an interest at the rate as specified herein below, immediately on demand.
- 5. The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.
- 6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the Employee to continue in the service of Tech Mahindra for the aforesaid term of twenty four (24) months, and Tech Mahindra shall always have the right to take appropriate action against the Employee as per terms of the appointment letter and/or the rules and regulations of Tech Mahindra as applicable, in case of commission of any misconduct by the Employee.
- 7. The amount specified above shall constitute a debt owing to Tech Mahindra and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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techmishindra.com connect@echmishindra.com Registered Office: Gataway Building, Apolle Bunder Murobai 400001, India CN L64200MH1986PLC041370

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

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

Name of First Part

Name of Surety:

Sig:

Sig:

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

| S/d by | y:- | | |
|--------|--------------|--------|--|
| 1. | WITNESS: | (Name) | |
| NAME | E & ADDRESS: | | |
| | | | |
| 2. | WITNESS: | (Name) | |

SPOC, IQAC Page 29 of 29

NAME & ADDRESS

B) 100 Dr.D.V.RASSAMURTAY Principal Sativa Institute of Technology and Munagement



To.

Name: Vijay Kumar Grandhi

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Vijay Kumar Grandhi,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

Document verification and checks- Post accepting this Letter of Intent, you will have to submit certain
prerequisites / documents. The Offer release will be contingent upon successful verification of your
documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer
within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- Information on Accenture's Fundamental Skill Primers -Learning Module As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program - Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream tearning program.

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Dr.D. V. RAMANURTHY
Principal
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If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

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

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level 11
- Proposed role Advanced App Engineering Analyst
- Annual fixed compensation for the fiscal will be INR 5,41,500; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus At your career level, the maximum annual target variable pay-out is estimated as INR 46,028. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus You are also eligible for a joining Bonus of INR 50,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential 6,37,528
- Additional Notional Benefits: Gratuity as per law (if applicable) + Benefits: INR 13,000
 # Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
- Maximum Annual Total earning potential + Total Additional Benefits INR 6,50,528/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

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Dr.D.V.RAMANUM VIIV

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP1560/2021-22

GALLLAREDA

Date: 15/06/2021

Mr.Reddi Ramachandra Rao

H.NO: # Nagallavalasa, Sadanandapuram, Vizianagaram, Andhra Pradesh - 535217 Mobile No: 9705425725 Email Id: ramchandradcp10@gmail.com

Dear Mr.Reddi Ramachandra Rao

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Mechanical

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at WSP RWS Jajpur & Binjharpur Blocks - 3204, Odisha to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 21/06/2021
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Forty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- 5. Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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Contd...



- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
- 7. Systems and Procedures: You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company as notified and in force from time to time. Further, you shall follow in true spirit and abide by the Standard Operating Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- 9. Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo
 pre-employment medical Check-up at the company authorized hospital before date of
 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.
 - 12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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Reddi Ramachandra Rao

- The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

- 13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.
- 13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- 13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to

With best wishes,

For Megha Engineering & Infrastructures Ltd.

Associate Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

SITAM GAJULAREGA

Signature of the Candidate

DV AQUALITATION STATES



| | Cost to | Company | |
|---|---|--|-----------------------------------|
| Employee Name | Mr. Reddi Ramachandra Rao | Sector | Water Management |
| Grade | T | Designation | Graduate Engineer Trainee |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | WSP RWS Jajpur & Binjharpur B | locks - 3204 | |
| DOJ | 21/06/2021 | Effective Date | 21/06/2021 |
| S | alary Components | Monthly | Yearly |
| Basic Pay | | 11,190 | 1,34,28 |
| House Rent Allowance | | 7,460 | 89,52 |
| Sub Total (A) | | 18,650 | 2,23,800 |
| Annual Benefit * | | | |
| Bonus | | 1,400 | 16,80 |
| Other Benefits* | | | |
| Medi-claim Employer S | Share | 250 | 3,00 |
| Fixed Total Cost to th | e Company (B) | 20,300 | 2,43,600 |
| ► Medical Insurance for e | mployee plus 5 dependents (which can b | e Spouse, Children and Parents). Empl | loyce - Employer equal share. |
| ➤ Cost of monthly mobile | charges and data card/internet charges v | vill be borne by company as per policy. | |
| | es are eligible for Family accommodation | | |
| | dation for employees posted as sites. | | |
| Employees posted at sit canteen facility. | es are eligible for food facility at site car | iteens, Employees availing family acco | mmodation are not entitled for |
| Meal Card (optional): E | imployee can opt meal card as a part of g | gross salary, in two slabs Rs. 1300/- or | 2300 /- Per Month as per IT rules |
| Nation Pension Scheme | (optional): Employee can opt NPS as a | part of retiral Benefit @ 10% on basic | as per PFRDA guidelines. |
| ► Group Term Life Insura | ince : As per policy | | |
| TDS as per IT Act. | | | |
| ► Gratuity: As per Gratuity | Act | | |
| ► EPF: As per EPF & MP A | ct | | |
| ESI: As per ESI Act | | | |
| ▶ Bonus: As per Bonus A | ct | | |
| Ding | मुल-17 | KY 1 | Sz 15/06/2021 |
| Prepared by V | | erified by | Approved by |

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Dr.D.V.RAMAMURTHY
Principal
Satra Institute of Technology und Management

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP1562/2021-22

Date: 15/06/2021

Mr.Mohamed Ameer

H.NO: 21-54-4, Kakara Veedhi, Near A V N College , Visakhapatnam(Urban), Andhra Pradesh-530001

Mobile No: 9701307607

Email Id: madameer2525@gmail.com

Dear Mr. Mohamed Ameer

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Mechanical

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at WSP RWS 26 GPs Sambalpur & 02 GPs Jharsuguda Districts - 3202, Odisha to undergo training program with our Organization under the following terms and conditions:

- 1. Date of Employment: You shall join us on or before 21/06/2021
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Forty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
 - Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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- Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
- Systems and Procedures: You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company as notified and in force from time to time. Further, you shall follow in true spirit and abide by the Standard Operating Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo pre-employment medical Check-up at the company authorized hospital before date of joining. This offer is subject to your being found medically fit in the pre-employment medical Check-up.
- Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you. Contd...

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- The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- Upon cessation of your association, you are liable to deliver to the Company all 12.4. documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

- 13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.
- 13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to

With best wishes,

For Megha Engineering & Infrastructures Ltd.

Associate Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Signature of the Candidate

Dr.D.V.RAMAMURTHY Princ pill

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| | Cos | st to Company | |
|--|--|---|-----------------------------------|
| Employee Name | Mr. Mohamed Ameer | Sector | Water Management |
| Grade | T | Designation | Graduate Engineer Trainee |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | WSP RWS 26 GPs Sambalpur & 02 GPs Jharsuguda Districts - 3202 | | |
| DOJ | 21/06/2021 | Effective Date | 21/06/2021 |
| S | alary Components | Monthly | Yearly |
| Basic Pay | | 11,190 | 1,34,28 |
| House Rent Allowance | | 7,460 | 89,52 |
| Sub Total (A) | | 18,650 | 2,23,800 |
| Annual Benefit * | | | |
| Bonus | | 1,400 | 16,80 |
| Other Benefits* | | | |
| Medi-claim Employer S | Share | 250 | 3,00 |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,60 |
| ► Medical Insurance for e | imployee plus 5 dependents (which o | an be Spouse, Children and Parents). Empl | loyee - Employer equal share. |
| COLUMN AND A COLUMN ASSESSMENT OF THE COLUMN A | The state of the s | ges will be borne by company as per policy. | |
| | es are eligible for Family accommod | | |
| | dation for employees posted as sites | | |
| Employees posted at sit canteen facility. | es are eligible for food facility at site | e canteens. Employees availing family acco | mmodation are not entitled for |
| ► Meal Card (optional): E | imployee can opt meal card as a part | of gross salary, in two slabs Rs. 1300/- or | 2300 /- Per Month as per IT rules |
| ► Nation Pension Scheme | (optional): Employee can opt NPS | as a part of retiral Benefit @ 10% on basic | as per PFRDA guidelines. |
| ➤ Group Term Life Insura | The Mining of the Control of the Con | | |
| TDS as per IT Act. | | | |
| Gratuity: As per Gratuity | Act | | |
| ► EPF: As per EPF & MP A | et | | |
| ESI: As per ESI Act | | | |
| ▶ Bonus: As per Bonus A | vet | | |
| Prepared | f1/10/04 | Verified by | Approved by |

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indi. Estate, Balanagar, Hyderabad-500037, Telangane, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP3403/2020-21

Date: 22/02/2021

Mr.Vanama Chaitanya

House No 9-118, Meherebba Street, Nad Vuda Layout Sujatanagar, Visakhapatnam.

Mobile No: 7036035031.

Email Id: vanamachaitanya1420@gmail.com

Dear Mr. Vanama Chaitanya

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Mechanical

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Traince (T) at LIS Polavaram-3179, Andhra Pradesh to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 24/02/2021. 1.
- 2 Duration: The duration of the training is for a period of one year from the date of your joining.
 - 2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakhs Fourty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- Exclusivity: During the period of your training with the Company, you will be in wholetime service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
- Systems and Procedures: You will be governed by the rules, regulations and such other
 practices, systems, policies and procedures of the Company as notified and in force from
 time to time. Further, you shall follow in true spirit and abide by the Standard Operating
 Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- Performance Review: Your emoluments will be reviewed once in a year as per policy
 guidelines of the Company, which are discretionary and will be subject to and on the basis
 of effective performance during the specific period. It is the Company Policy to reward
 meritorious performance and extra-ordinary contribution by way of promotions and other
 motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo
 pre-employment medical Check-up at the company authorized hospital before date of
 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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Principal
Satra Institute of Technology and Management



Vanama Chaitanya

- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- 12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

- 13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.
- 13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular's submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- 13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ramana Rao Associate Vice President-HR

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ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Piace:

Date:

Signature of the Candidate

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| | Cos | t to Company | |
|---|--|---|----------------------------------|
| Employee Name | Mr. Vanama Chaitanya | Sector | Irrigation |
| Grade | T | Designation | Graduate Engineer Trainee |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | LIS Polavaram - 3179 | | |
| DOI | 24/02/2021 | Effective Date | 24/02/2021 |
| Si | alary Components | Monthly | Yearly |
| Basic Pay | | 11,190 | 1,34,28 |
| House Rent Allowance | | 7,460 | 89,52 |
| Sub Total (A) | | 18,650 | 2,23,800 |
| Annual Benefit * | | | |
| Bonus | | 1,400 | 16,80 |
| Other Benefits* | | | |
| Medi-claim Employer S | Share | 250 | 3,00 |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,600 |
| ► Medical Insurance for e | employee plus 5 dependents (which o | can be Spouse, Children and Parents). Emp | oloyee - Employer equal share. |
| ► Cost of monthly mobile | charges and data card/internet charges | ges will be borne by company as per policy | 4 |
| | tes are eligible for Family accommod | | |
| ► Free bachelor accommo | odation for employees posted as sites | 6. | |
| Employees posted at sit canteen facility. | tes are eligible for food facility at sitt | e canteens. Employees availing family acco | emmodation are not entitled for |
| ► Meal Card (optional): E | imployee can opt meal card as a part | of gross salary, in two slabs Rs. 1300 - or | 2300 /- Per Month as per IT rule |
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| ► TDS as per IT Act. | | | |
| ▶ Gratuity: As per Gratuity. | Act | | |
| ► EPF: As per EPF & MF A | icl | | |
| ESI: As per ESI Act | | | |
| ▶ Bonus: As per Bonus A | ket | | |
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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indi. Estate, Balanegar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: Info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP3406/2020-21

Date: 22/02/2021

Mr.Ganta Vasanth

Pydimamba Colony, Venugopalapuram, Nellimaria Vizianugaram "Andhra Pradesh-535217. Mobile No: 8919803453. Email Id: gantavasanth00@gmail.com

Dear Mr.Ganta Vasanth

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Sub: Offer of Appointment for the position Graduate Engineer Traince (T) - Mechanical

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at LIS Polavaram-3179, Andhra Pradesh to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 24/02/2021.
- 2 Duration: The duration of the training is for a period of one year from the date of your joining.
 - 2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
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- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
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 - 12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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Principal



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- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- 12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a "No Objection Certificate" from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

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- 13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ramana Rao Associate Vice President-HR



ACCEPTANCE OF OFFER OF APPOINTMENT

1 hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

Signature of the Candidate

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| | | Cost to Company | |
|--|--|--|----------------------------------|
| Employee Name | Mr. Genta Vasanth | Sector | Irrigation |
| Grade | T | Designation | Graduate Engineer Traince |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | LIS Polavaram - 3179 | | |
| DOJ | 24/02/2021 | Effective Date | 24/02/2021 |
| | Salary Components | Monthly | Yearly |
| Basic Pay | | 11,190 | 1,34,28 |
| House Rent Allowance | e | 7,460 | 89,52 |
| Sub Total (A) | | 18,650 | 2,23,800 |
| Annual Benefit * | | | 12-901-90-007 |
| Bonus | | 1,400 | 16,80 |
| Other Benefits* | | | |
| Medi-claim Employer | Share | 250 | 3,00 |
| Fixed Total Cost to ti | be Company (B) | 20,300 | 2,43,600 |
| ► Medical Insurance for | employee plus 5 dependents (whi | ch can be Spouse, Children and Parents). Emp | slovee - Employer equal share. |
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| | ites are eligible for Family accom- | THE RESERVE OF THE PERSON OF T | |
| Control of the Contro | podation for employees posted as s | CONTRACTOR OF CO | |
| Employees posted at scanteen facility. | ites are eligible for food facility at | site canteens. Employees availing family according | ommodation are not entitled for |
| ► Meal Card (optional): | Employee can opt meal card as a | part of gross salary, in two slabs Rs. 1300 - or | 2300 /- Per Month as per IT rule |
| ➤ Nation Pension Schen | ne (optional): Employee can opt N | PS as a part of retiral Benefit (ii) 10% on basic | as per PFRDA guidelines. |
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| TDS as per IT Act. | | | |
| ► Gratuity: As per Granuity | Aut | | |
| EPF: As per EPF & MP | Act | | |
| ESI: As per ESI Act | | | |
| ▶ Bonus: As per Bonus | Act | | |
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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP3415/2020-21

Date: 22/02/2021

Mr.Manchipilli Leela Prasanth

15-1-44, Beside Venkata Padma Hospital, Head Post Office Vizianagaram, Andhra Pradesh-535002. Mobile No: 9133581862. Email Id: prasanthmanchipilli199@gmail.com

Dear Mr. Manchipilli Leela Prasanth

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Mechanical

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at LIS Polavaram-3179, Andhra Pradesh to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 24/02/2021.
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakhs Fourty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- 5. Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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Principal
Satys Institute of Technology and Management



- Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
- Systems and Procedures: You will be governed by the rules, regulations and such other
 practices, systems, policies and procedures of the Company as notified and in force from
 time to time. Further, you shall follow in true spirit and abide by the Standard Operating.
 Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- 9. Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo
 pre-employment medical Check-up at the company authorized hospital before date of
 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.
 - 12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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Manchipilli Leela Prasanth

- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- You are deemed to be in the services of the Company, during the notice period.
- Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

- 13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.
- 13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- 13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkuta Ramana Rao

Associate Vice President-HR

Note: This offer is valid subject to submission of provisional certificate (B.Tech) on or before 31,04,2021.

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place: Date:

Signature of the Candidate



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| Employee Name | Mr. Manchipilli Leela Prasanth | Sector | - A - W |
|--|--|--|----------------------------------|
| and the same of th | The state of the s | Sector | Irrigation |
| Grade | T | Designation | Graduate Engineer Trainee |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | L3S Polavaram - 3179 | | |
| DOJ | 24/02/2021 | Effective Date | 24/02/2021 |
| Sal | lary Components | Monthly | Yearly |
| Basic Pay | The second of th | 11,190 | 1,34,280 |
| House Rent Allowance | | 7,460 | 89,520 |
| Sub Total (A) | | 18,650 | 2,23,806 |
| Annual Benefit * | | | |
| Bonus | | 1,400 | 16,80 |
| Other Benefits* | | | |
| Medi-claim Employer Share | | 250 | 3,00 |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,69 |
| Medical Insurance for en | uployee plus 5 dependents (which can b | e Spouse, Children and Parents). Emp | loyee - Employer equal share. |
| | charges and data card/internet charges w | | |
| THE RESIDENCE OF STREET, SANS ASSESSMENT OF STRE | s are eligible for Family accommodation | | |
| | lation for employees posted as sites. | | |
| | s are eligible for food facility at site can | teens. Employees availing family accu | emmodation are not entitled for |
| ► Meal Card (optional): Ez | inployee can opt meal card as a part of g | ross salary, in two slabs Rs. 1300- or | 2300 /- Per Month as per IT rule |
| Nation Pension Scheme | (optional): Employee can opt NPS as a | part of retiral Benefit @ 10% on basic | as per PFRDA guidelines. |
| Group Term Life Insurar | nce: As per policy | | |
| TDS as per IT Act. | | | |
| Gostuity: As per Granuity A | ct | | |
| EPF: As per EPF & MP Ac | 1 | | |
| ESI: As per ESI Act | | | |
| Bonus: As per Bonus Ac | 1 | | |

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Prepared by



Verified by

Dr.D.V.RAMAMURTHY
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Approved by

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: Info@mell.in Visit us: www.mell.in U45202TG2006PLC050271

MEIL/APP3411/2020-21

Date: 22/02/2021

Mr.Namburi Praveen

Mraju Street "M Gumadam, Mulakalagumadam Vizianagaram "Andhra Pradesh-535270. Mobile No: 8332909476. Email Id: namburipraveen55@gmail.com

Dear Mr.Namburi Praveen

Sub: Offer of Appointment for the position Graduate Engineer Trainec (T) - Mechanical

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at LIS Polavaram-3179, Andhra Pradesh to undergo training program with our Organization under the following terms and conditions:

- 1. Date of Employment: You shall join us on or before 24/02/2021.
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakhs Fourty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- 5. Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
- Systems and Procedures: You will be governed by the rules, regulations and such other
 practices, systems, policies and procedures of the Company as notified and in force from
 time to time. Further, you shall follow in true spirit and abide by the Standard Operating
 Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- 9. Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo
 pre-employment medical Check-up at the company authorized hospital before date of
 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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Namburi Praveen

- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- 12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

General:

13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.

13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular's submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.

13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Rattiana Rao Associate Vice President-HR

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ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

Signature of the Candidate

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| | | Cost to Company | |
|-----------------------------|------------------------------------|--|---|
| Employee Name | Mr. Namburi Prayeen | Sector | Irrigation |
| Grade | T | Designation | Graduate Engineer Trainec |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | LIS Polavaram - 3179 | - | |
| DOJ | 24/02/2021 | Effective Date | 24/02/2021 |
| | alary Components | Monthly | Yearly |
| Basic Pay | | 11,19 | 0 1,34,28 |
| House Rent Allowance | | 7,46 | 0 89,52 |
| Sub Total (A) | | 18,65 | |
| Annual Benefit * | | | |
| Bonus | | 1,40 | 0 16,80 |
| Other Benefits* | | | |
| Medi-claim Employer 5 | Share | 25 | 3,00 |
| Fixed Total Cost to th | | 20,30 | |
| | | hich can be Spouse, Children and Parents), Em | |
| Charles of the second | | charges will be borne by company as per poli- | A TOPO DE TRANSPORTO DE PARTO DE LOS PORTOS |
| | tes are eligible for Family accor- | | i) i |
| | odation for employees posted a | | |
| | | at site cunteens. Employees availing family ac | commodation are not entitled for |
| ► Meal Card (optional): I | imployee can opt meal card as | a part of gross salary, in two slabs Rs. 1300+ c | e 2300 /- Per Month as per IT rule |
| ➤ Nation Pension Scheme | e (optional): Employee can opt | NPS as a part of retiral Benefit @ 10% on bax | ic as per PFRDA guidelines. |
| ➤ Group Term Life Insur | | | Mary Bart Mary Mary Mary Mary Mary Mary Mary Mary |
| ► TDS m per IT Act. | | | |
| ► Gratuity: As per Gratuity | Act | | |
| EPF: As per EPF & MP A | ict | | |
| ESI: As per ESI Act | | | |
| ➤ Bonus: As per Bonus A | Let. | | |
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| Prepared | | Verified by | Approved by |

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

Date: 15/06/2021

MEIL/APP1561/2021-22

Mr.Pathireddi Chinna

H.NO: 5-14-27/3, Kotha Gavara Veddhi, Vizianagaram, Andhra Pradesh - 535001 Mobile No: 9885965665 Email Id: chinnapathireddy@gmail.com

Dear Mr. Pathireddi Chinna

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Mechanical

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at WSP RWS 26 GPs Sambalpur & 02 GPs Jharsuguda Districts - 3202, Odisha to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 21/06/2021
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Forty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
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- Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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- Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
- Systems and Procedures: You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company as notified and in force from time to time. Further, you shall follow in true spirit and abide by the Standard Operating Procedures of the Company.
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- Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo pre-employment medical Check-up at the company authorized hospital before date of joining. This offer is subject to your being found medically fit in the pre-employment medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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- The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

General:

You shall be governed by the Office working hours, Leaves, Standing Orders, Rules 13.1. and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.

This engagement is further subject to verification of the particulars submitted by you 13.2. in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.

13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ramana Associate Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

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Signature of the Candidate

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Or.D.V.RAMAMURTHY PHILLIP



| | Cos | st to Company | |
|-------------------------------------|-------------------------------------|--|-----------------------------------|
| Employee Name | Mr. Pathireddi Chinna | Sector | Water Management |
| Grade | T | Designation | Graduate Engineer Trainee |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | WSP RWS 26 GPs Sambalpur | & 02 GPs Jharsuguda Districts - 3202 | |
| DOJ | 21/06/2021 | Effective Date | 21/06/2021 |
| S | alary Components | Monthly | Yearly |
| Basic Pay | | 11,19 | 0 1,34,28 |
| House Rent Allowance | | 7,46 | |
| Sub Total (A) | | 18,65 | |
| Annual Benefit * | | 10,00 | 2,23,000 |
| Bonus | | 1,40 | 0 16,80 |
| Other Benefits* | | 1,110 | 10,00 |
| Medi-claim Employer Share | | 25 | 0 3,00 |
| Fixed Total Cost to the Company (B) | | 20,30 | |
| | | can be Spouse, Children and Parents). Em | |
| | | ges will be borne by company as per polic | |
| | es are eligible for Family accommo | | у, |
| Contract Annual Contract | dation for employees posted as site | | |
| | | e canteens. Employees availing family acc | commodation are not entitled for |
| ► Meal Card (optional): E | imployee can opt meal card as a par | t of gross salary, in two slabs Rs. 1300/- o | 2300 /- Per Month as per IT rules |
| Nation Pension Scheme | e (optional): Employee can opt NPS | as a part of retiral Benefit @ 10% on basi | c as per PFRDA guidelines. |
| ► Group Term Life Insura | ance : As per policy | | |
| TDS as per IT Act. | | | |
| F Gratuity: As per Granuity | Act | | |
| ► EPF: As per EPF & MP A | ict | | |
| ESI: As per ESI Act | | | |
| ► Bonus: As per Bonus A | Act | | |
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| Prepared | i by | Verified by | Approved by |

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indi Estate, Balanagur, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: Info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP3686/2020-21

Mr.Velaga Nagavenkata Apparaoayyappa H.NO: 1-39, Jampa Palem, Yelamanchili Mandla,

Visakhapatnam, Andhra Pradesh - 531055 Mobile No: 9618915518

Email Id: nagavelaga801@gmail.com

Dear Mr. Velaga Nagavenkata Apparaoayyappa

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at WSP Ganga Water Lift Project Phase 1 - 3188, Bhair to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 01/03/2021
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Fourty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- 5. Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

Contd...

Date: 24/02/2021

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Velaga Nagavenkata Apparaoayyappa

- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
- Systems and Procedures: You will be governed by the rules, regulations and such other
 practices, systems, policies and procedures of the Company as notified and in force from
 time to time. Further, you shall follow in true spirit and abide by the Standard Operating
 Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo
 pre-employment medical Check-up at the company authorized hospital before date of
 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are hable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.
 - 12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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- The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3 You are deemed to be in the services of the Company, during the notice period.
- 12.4 Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

- You shall be governed by the Office working hours, Leaves, Standing Orders, 13.1. Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.
- This engagement is further subject to verification of the particulars submitted by 13.2 you in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ramana Ran Associate Vice President-HR

Note: This offer is valid subject to submission of provisional certificate (B.Tech) on or before 23.03.2021.

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Pince:

Date:

Signature of the Candidate

Dr.D.V.RAMAMURTHY Sales Institute of Topheron Land Manage Viciant Bullyin



| | Cost | to Company | |
|--|--|---|----------------------------------|
| Employee Name | Mr. Velaga Nagavenkata Apparaoayyappa | Sector | Water Management |
| Grade | T | Designation | Graduate Engineer Trainee |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | WSP Ganga Water Lift Project | Phase I - 3188 | |
| DOJ | 01/03/2021 | Effective Date | 01/03/2021 |
| S | alary Components | Monthly | Yearly |
| Basic Pay | | 11,190 | 1,34,280 |
| House Rent Allowance | | 7,460 | 89,520 |
| Sub Total (A) | | 18,650 | 2,23,800 |
| Annual Benefit * | | | |
| Bonus | | 1,400 | 16,800 |
| Other Benefits* | | | |
| Medi-claim Employer Share | | 250 | 3,00 |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,600 |
| ► Medical Insurance for | employee plus 5 dependents (which of | an be Spouse, Children and Parents). Emp | sloyee - Employer equal share. |
| Cost of monthly mobile | e charges and data card/internet charge | es will be borne by company as per policy | |
| the state of the s | tes are eligible for Family accommod | | |
| ► Free bachelor accommo | odation for employees posted as sites. | | |
| Employees posted at si canteen facility. | tes are eligible for food facility at site | canteens. Employees availing family account | ommodation are not entitled for |
| ► Meal Card (optional): I | Employee can opt meal card as a part | of gross salary, in two slabs Rs. 1300/- or | 2300 /- Per Month as per IT rule |
| ► Nation Pension Scheme | e (optional): Employee can opt NPS a | s a part of retiral Benefit @ 10% on basic | as per PFRDA guidelines. |
| ► Group Term Life Insur | ance: As per policy | | |
| ► TDS as per IT Act. | | | |
| ► Gratuity: As per Gratuity | Act | | |
| ► EPF: As per EPF & MP A | et | | |
| ESI: As per ESI Act | | | |
| ► Bonus: As per Bonus A | Net . | | |
| Swith | - Buni | Deles / | Salesta H |
| Prepared | by | Verified by | Approved by |





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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2. Technocrat Indi. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45292TG2006PLC050271

MEIL/APP3688/2020-21

Date: 24/02/2021

Mr.Bonu Giridhar

H.NO: Bodasingipeta Village, Bondapalle, Vizianagaram, Andhra Pradesh - 535260

Mobile No: 8522093553

Email Id: giridharbonul 5@gmail.com

Dear Mr. Bonu Giridhar

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at WSP Ganga Water Lift Project Phase I - 3188, Bhair to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 01/03/2021 L
- 2. Duration: The duration of the training is for a period of one year from the date of your
 - 2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Fourty 3. Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- Exclusivity: During the period of your training with the Company, you will be in wholetime service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
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- 12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

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- You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ramana Rao

Associate Vice President-HR

Note: This offer is valid subject to submission of provisional certificate (B.Tech) on or before 23.03.2021

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

Signature of the Candidate

May Dr.D.V.RAMARURTHY Success brothing of Year or and Married Principal Virlangiasam



| | C | ost to Company | |
|--|---|---|---------------------------------|
| Employee Name | Mr. Bonu Giridhar | Sector | Water Management |
| Grade | T | Designation | Graduate Engineer Traince |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | WSP Ganga Water Lift Proje | ct Phase 1 - 3188 | |
| DOJ | 01/03/2021 | Effective Date | 01/03/2021 |
| 5 | alary Components | Monthly | Yearly |
| Basic Pay | | 11,190 | 1,34,280 |
| House Rent Allowance | | 7,460 | 89,520 |
| Sub Total (A) | | 18,650 | 2,23,800 |
| Annual Benefit * | | | |
| Bonus | | 1,400 | 16,80 |
| Other Benefits* | | | |
| Medi-claim Employer S | Share | 250 | 3,00 |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,600 |
| ► Medical Insurance for a | employee plus 5 dependents (which | to can be Spouse, Children and Parents). Emp | oloyce - Employer equal share. |
| | | arges will be borne by company as per policy | |
| | tes are eligible for Family accomm | | |
| A STATE OF THE PARTY OF THE PAR | odation for employees posted as sit | | |
| Employees posted at sit carteen facility. | tes are eligible for food facility at s | ite cunteens. Employees availing family according | ommodation are not entitled for |
| ► Meal Card (optional): I | Employee can opt meal card as a po | ut of gross salary, in two slabs Rs. 1300/- or | 2300 - Per Month as per IT rule |
| Nation Pension Scheme | e (optional): Employee can opt NP | S as a part of retiral Benefit @ 10% on basis | as per PFRDA guidelines. |
| ► Group Term Life Insur | ance : As per policy | | |
| TDS as per IT Act. | | | |
| ▶ Granuity: As per Granuity. | Act | | |
| ► EPF: As per EPF & MP A | ict. | | |
| ESI: As per ESI Act | | | |
| ► Bonus: As per Bonus A | Let | | |
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| Prepared | by | Verified by | Approved by |

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangaria, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in. Visit.uii: www.meil.in. U45202TG2006PLC050271

MEIL/APP3690/2020-21

Date: 24/02/2021

Mr.Bheemababattula Lokesh

H.NO:12-143, Kummari Veedhi, Jami Mandalam, Vizianagaram, Andhra Pradesh - 535250 Mobile No: 9133460906

Email Id: luckylokesh7731@gmail.com

Dear Mr. Bheemababattula Lokesh

Sub: Offer of Appointment for the position Graduate Engineer Traince (T) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at WSP Ganga Water Lift Project Phase I - 3188, Bhair to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 01/03/2021
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Fourty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- 5. Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Rantana Rao Associate Vice President-HR



ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place: Date:

Signature of the Candidate

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| | Cost | to Company | |
|---|--|--|----------------------------------|
| Employee Name | Mr. Bheemabattula Lokesh | Sector | Water Management |
| Grade | T | Designation | Graduate Engineer Trainee |
| Department | Execution | Vertical | Director Projects |
| Office / Unit / Project: | WSP Ganga Water Lift Project P | hase I - 3188 | |
| DOJ | 01/03/2021 | Effective Date | 01/03/2021 |
| S | alary Components | Monthly | Yearly |
| Basic Pay | | 11,190 | |
| House Rent Allowance | | 7,460 | |
| Sub Total (A) | | 18,650 | |
| Annual Benefit * | | | DF-06003 |
| Bonus | | 1,400 | 16,800 |
| Other Benefits* | | | |
| Medi-claim Employer S | hure | 250 | 3,000 |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,600 |
| ► Medical Insurance for a | imployee plus 5 dependents (which can | be Spouse, Children and Parents). Emp | loyee - Employer equal share. |
| | | will be borne by company as per policy | |
| | tes are eligible for Family accommodati | | 7 |
| ► Free bachelor accommo | edation for employees posted as sites. | | |
| Employees posted at sit canteen facility. | tes are eligible for food facility at site o | anteens. Employees availing family account | ommodation are not entitled for |
| ► Meal Card (optional): I | Imployee can opt meal card as a part of | gross salary, in two slabs Rs. 1300 - or | 2300 - Per Month as per IT rules |
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| ► EPF: As per EPF & MP A | ct | | |
| ESE As per ESI Act | | | |
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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA. Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in. Visit us: www.meil.in. U45202TG2006PLC050271

MEIL/APP3689/2020-21

Mr.Bora Bangarraju

H.NO: 1-145, Logisa, Gajapathinagaram, Vizianagaram, Andhra Pradesh - 535270

Mobile No: 8106805663

Email Id: bangarrajubora1999@gmail.com

Dear Mr.Bora Bangarraju

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at WSP Ganga Water Lift Project Phase 1 - 3188, Bhair to undergo training program with our Organization under the following terms and conditions:

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Dr.D.V.RAMAMURTETY

Principal

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Date: 24/02/2021



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 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

SPOC, IQAC SITAM GALLAREGA VIZIANAGARARERA



Dr.D.V.RAMAMURT



Bora Bangarraju

- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- 12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

- 13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.
- 13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular's submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- 13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venksta Ramana Rao Associate Vice President-HR

Duy.

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place: Date:

Signature of the Candidate

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Dr.D.V.RAMAMURTHY
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| | C | ost to Company | | | |
|---|--|---|--|--|--|
| Employee Name | Mr. Bora Bangarraju | Sector | Water Management | | |
| Grade | T | Designation | Graduate Engineer Trainee | | |
| Department | Execution | Vertical | Director Projects | | |
| Office / Unit / Project: | WSP Ganga Water Lift Proje | ct Phase 1 - 3188 | | | |
| DOJ | 01/03/2021 | Effective Date | 01/03/2021 | | |
| Si | ilary Components | Monthly | Yearly | | |
| Basic Pay | | 11,15 | 90 1,34,28 | | |
| House Rent Allowance | | 7,4 | 50 89,52 | | |
| Sub Total (A) | | 18,63 | 2,23,800 | | |
| Annual Benefit * | | | | | |
| Bonus | | 1,4 | 16,80 | | |
| Other Benefits* | | 310 | | | |
| Medi-claim Employer S | hare | 2 | 50 3,00 | | |
| Fixed Total Cost to the | Company (B) | 20,30 | 2,43,60 | | |
| ► Medical Insurance for e | mployee plus 5 dependents (which | a can be Spouse, Children and Parents). Er | nployee - Employer equal share. | | |
| STRUCTURE CONTRACT CONTRACT | | arges will be borne by company as per poli | A SURGE CONTROL PROPERTY OF THE PARTY OF THE | | |
| | es are eligible for Family accomm | | | | |
| Free bachelor accommo | dation for employees posted as sit | es. | | | |
| Employees posted at sit canteen facility. | es are eligible for food facility at s | ite canteens. Employees availing family ac | ecommodation are not entitled for | | |
| ► Meal Card (optional): F | imployee can opt meal cand as a pr | art of gross salary, in two slabs Rs. 1300- | oc 2300 - Per Month as per IT rule | | |
| Nation Pension Scheme | (optional): Employee can opt NP | S as a part of retiral Benefit @ 10% on bas | ic as per PFRDA guidelines. | | |
| Group Term Life Insura | mce : As per policy | | | | |
| TDS as per IT Act. | | | | | |
| ► Gramity: As per Gramity : | Act | | | | |
| ► EPF: As per EPF & MP A | ct | | | | |
| ESE As per ESI Act | | | | | |
| ▶ Bonus: As per Bonus A | et | | | | |
| Swith | -80 | model | S-41021201 | | |
| Prepared | by | Verified by | Approved by | | |





Dr.D.V.RAMAMURTHY
Principal
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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocraf Indt. Estate, Balanagar, Hyderabart 500037, Telangana, INDIA Tet. i 91-40-44336700 Fax: i 91-40-44336900 E-mail: info@meil.in. Visit us: www.meil.in. U452021G2006PLC050271

MEIL/APP2608/2020-21

Date: 21/01/2021

Mr. Dammu Demudu 153, Pollanki, Gantyada, Vizianagaram, A.P., Pin: 535215 Mobile No: 9573154184

Email Id: dammudemudu@gmail.com

Dear Mr. Dammu Demudu

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at Karnataka Projects, to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 27/01/2021.
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - 2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Forty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- 5. Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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- Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the
- Systems and Procedures: You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company as notified and in force from time to time. Further, you shall follow in true spirit and abide by the Standard Operating
- Responsibilities: You will be given on-the-job-training in the relevant functional areas and 8. groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- 10. Pre- Employment Medical Check-Up: As per company policy, you have to undergo pre-employment medical Check-up at the company authorized hospital before date of joining. This offer is subject to your being found medically fit in the pre-employment medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice

period given by you.

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- The Company reserves the right to terminate the services without notice period or 12.2. notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- You are deemed to be in the services of the Company, during the notice period. 12.3.
- Upon cessation of your association, you are liable to deliver to the Company all 12.4. documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

General: 13.

- You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of 13.1. business of the Company as applicable and in force from time to time,
- This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the 13.2. Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to 13.3. time.

With best wishes, For Megha Engineering & Infrastructures Ltd.

D Venkata Raman Associate Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place: Date: Signature of the Candidate

SITANI GALLISEGA VIZIANAGARAS A.R. INCIA

Dr.D.V.RAMAMURTHY Principal Salva learnate of Technology and Manager Vizionogaram

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| Employee 32 | C | ost to Company | |
|---|---|--|---------------------------------|
| Employee Name | Mr. Dammu Demudu | Sector | |
| Grade | T | | Irrigation |
| Department | Execution | Designation | Graduate Engineer Trainer |
| Office / Unit / Project: | Karnataka Projects | Vertical | Director Projects |
| DOJ | | | |
| | 27/01/2021 | Effective Date | 27/01/2021 |
| | ilary Components | Monthly | |
| Basic Pay | | 11,190 | Yearly |
| House Rent Allowance | | | 1,34,280 |
| Sub Total (A) | | 7,460 | 19,520 |
| Annual Benefit * | | 18,650 | 2.23,800 |
| Bonus | | 1,400 | 16,800 |
| Other Benefits* | | 1,700 | 10,50 |
| Medi-claim Employer Share | | 250 | 3,000 |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,600 |
| ➤ Medical Insurance for e | mployee plus 5 dependents (which o | can be Spouse, Children and Parents). Emplo | O.A.I METERS |
| | | ges will be borne by company as per policy. | |
| | es are eligible for Family accommod | | |
| ► Free bachelor accommo | dation for employees posted as sites | | |
| Employees posted at sit canteen facility. | es are eligible for food facility at site | canteens. Employees availing family accom- | modation are not entitled for |
| ► Meal Card (optional): E | imployee can opt meal card as a part | of gross salary, in two slabs Rs. 1300/- or 23 | 00 /- Per Month as per IT rules |
| ► Nation Pension Scheme | (optional): Employee can opt NPS a | s a part of retiral Benefit @ 10% on basic as | per PFRDA guidelines. |
| ► Group Term Life Insura | nce : As per policy | | |
| ➤ TDS as per IT Act. | | | |
| Granuity: As per Granuity / | | | |
| ► EPF: As per LPF & MP A | d . | | |
| ESI: As per ESI Act | | | |
| ➤ Bonus: As per Bonus A | d | | |
| 11 | , A cha | naverening / | 21/01/2021 |
| Victoria | | Verified by | Approved by |

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

Date: 21/01/2021

MEIL/APP2612/2020-21

Mr. Pudi Prudhvi Raju

6-862, BC Colony, Gantyada Mandalam, Karakavalasa, Vizianagaram, A.P., Pin: 535215

Mobile No: 7893970157

Email Id: prudhviraj1999038@gmail.com

Dear Mr. Pudi Prudhvi Raju

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at Karnataka Projects, to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 27/01/2021.
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
- Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Forty Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
- 4. Exclusivity: During the period of your training with the Company, you will be in whole-time service of the Company and shall not engage or associate yourself directly I indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
- 5. Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.



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Dr.D.V. RAMAMURTHY

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- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you place of such transfer / deputation.
- Systems and Procedures: You will be governed by the rules, regulations and such other
 practices, systems, policies and procedures of the Company as notified and in force from
 time to time. Further, you shall follow in true spirit and abide by the Standard Operating.
 Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- Performance Review: Your emoluments will be reviewed once in a year as per policy
 guidelines of the Company, which are discretionary and will be subject to and on the basis
 of effective performance during the specific period. It is the Company Policy to reward
 meritorious performance and extra-ordinary contribution by way of promotions and other
 motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo
 pre-employment medical Check-up at the company authorized hospital before date of
 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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Dr.D.V.RAMAMURTHY

Section 25 Technology and Management

SPOC, IOAC VIZIANAGARAGIAR, INC.A





- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- Upon cessation of your association, you are liable to deliver to the Company all 12.4. documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of 13.1. business of the Company as applicable and in force from time to time.

This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the 13.2. Company shall be terminable without any prior notice.

You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to 13.3.

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ramana Associate Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

Signature of the Candidate



Dr.D.V.RAMAMURL-Service institute of Text includy and Manager



| Employee Name | Co | ost to Company | | | | |
|-------------------------------------|--|---|--|--|--|--|
| Grade | - Todiivi Kaju | | | | | |
| | T | Sector | Irrigation | | | |
| Department | Execution | Designation | | | | |
| Office / Unit / Project: | Karnataka Projects | Vertical | Graduate Engineer Traine | | | |
| DOI | 27/01/2021 | | Director Projects | | | |
| 6 | | Effective Date | 1 | | | |
| Basic Pay | alary Components | Monthly | 27/01/2021 | | | |
| House Rent Allowance | | | Yearly | | | |
| | | 11,190 | 1,34,280 | | | |
| Sub Total (A) | | 7,460 | 89,520 | | | |
| Annual Benefit * | | 18,630 | 2,23,800 | | | |
| Bonus | | 1,400 | 1000 | | | |
| Other Benefits* | | 1,7100 | 16,80 | | | |
| Medi-claim Employer S | hare | 250 | 3,00 | | | |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,60 | | | |
| Medical Insurance for e | mployee plus 5 dependents (which e | an be Spouse, Children and Parents). Emp | | | | |
| | | es will be borne by company as per policy | THE PARTY OF THE P | | | |
| | es are eligible for Family accommode | | Y | | | |
| | dation for employees posted as sites. | | | | | |
| | | canteens. Employees availing family acco | mmodation are not entitled for | | | |
| ► Meal Card (optional): E | mployee can opt meal card as a part of | of gross salary, in two slabs Rs. 1300/- or 2 | 300 /- Per Month as per IT rule | | | |
| ► Nation Pension Scheme | (optional): Employee can opt NPS as | s a part of retiral Benefit @ 10% on basic a | s per PFRDA guidelines. | | | |
| ► Group Term Life Insura | AND DESCRIPTION OF THE PARTY OF | | | | | |
| ► TDS as per IT Act. | | | | | | |
| ► Gratuity: As per Gratuity | Act | | | | | |
| ► EPF: As per EPF & MP As | d | | | | | |
| ESI: As per ESI Act | | | | | | |
| ► Bonus: As per Bonus Ac | t | | | | | |
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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S-2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangana, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@mell.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP2609/2020-21

Date: 21/01/2021

Mr. Karaka Ranjit Kumar Raja Veedhi, Seetharampuram, Srungavarapukota Vizianagaram, A.P., Pin: 535160 Mobile No: 8187009235 Email Id: kranjith584@gmail.com

Dear Mr. Karaka Ranjit Kumar

Sub: Offer of Appointment for the position Graduate Engineer Trainee (1) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at Karnataka Projects, to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 27/01/2021.
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
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- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you will be governed by the terms and conditions, which are applicable to your category at the place of such transfer / deputation.
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- 12.3. You are deemed to be in the services of the Company, during the notice period.
- 12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.

13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.

13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ratilana Rao

Associate Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

Signature of the Candidate

D) Na Dr.D.V.RAMAMURTHY salested to be soon and Management



| | Cost | to Company | | |
|--|--|--|----------------------------------|--|
| nployee Name | Mr. Karaka Ranjit Kumar | Sector Irrigation | | |
| rade | T | Designation | Graduate Engineer Trainee | |
| Department | Execution | Vertical | Director Projects | |
| Office / Unit / Project: | Kamataka Projects | | | |
| DOJ | 27/01/2021 | Effective Date | 27/01/2021 | |
| | Salary Components | Monthly | Yearly | |
| Basic Pay | | 11,190 | 1,34,280 | |
| House Rent Allowance | e | 7,460 | 89,520 | |
| Sub Total (A) | | 18,650 | 2,23,800 | |
| Annual Benefit * | | | | |
| Bonus | | 1,400 | 16,80 | |
| Other Benefits* | | | | |
| Medi-claim Employer Share | | 250 | 3,0 | |
| Fixed Total Cost to the Company (B) | | 20,300 | 2,43,6 | |
| Medical Insurance for e | employee plus 5 dependents (which car | be Spouse, Children and Parents). Emp | ployee - Employer equal share. | |
| Cost of monthly mobile | charges and data card/internet charges | s will be borne by company as per polic | у. | |
| Employees posted at sit | es are eligible for Family accommodat | ion as per policy. | | |
| Free bachelor accommo | dation for employees posted as sites. | | | |
| Employees posted at sit anteen facility. | es are eligible for food facility at site o | anteens. Employees availing family account | ommodation are not entitled for | |
| Meal Card (optional): E | imployee can opt meal curd as a part of | f gross salary, in two slabs Rs. 1300/- or | 2300 /- Per Month as per IT rule | |
| Nation Pension Scheme | (optional): Employee can opt NPS as | a part of retiral Benefit @ 10% on basic | as per PFRDA guidelines. | |
| Group Term Life Insur | ance: As per policy | | | |
| TDS as per IT Act. | | | | |
| Granuity: As per Granuity | Act | | | |
| EPF: As per EPF & MP A | ct | | | |
| ESI: As per ESI Act | | | | |
| Bonus: As per Bonus A | ct | | | |
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Dr.D.V. RAMANUSTRY

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Megha Engineering & Infrastructures Ltd.

An ISO 9001-2015 Company

S.2, Technocrat Indl. Estate, Balanagar, Hyderabad-500037, Telangaria, INDIA Tel: +91-40-44336700 Fax: +91-40-44336800 E-mail: info@meil.in Visit us: www.meil.in U45202TG2006PLC050271

MEIL/APP2610/2020-21

Date: 21/01/2021

Mr. Uppada Ravi Kumar Yeguva Street, Bonangi, Gantyada, Vizianagaram, A.P., Pin: 535160 Mobile No: 8106143150 Email ld: uppadaravi123@gmail.com

Dear Mr. Uppada Ravi Kumar

Sub: Offer of Appointment for the position Graduate Engineer Trainee (T) - Civil

With reference to your application and subsequent Interview you had with us, we are pleasure to appoint you as Graduate Engineer Trainee (T) at Karnataka Projects, to undergo training program with our Organization under the following terms and conditions:

- Date of Employment: You shall join us on or before 27/01/2021.
- Duration: The duration of the training is for a period of one year from the date of your joining.
 - 2.1. The training period can be curtailed or extended by the Company based on your performance, regular attendance and other traits.
 - 2.2. During the training period, your performance will be thoroughly assessed / evaluated by the Company and only on satisfactory completion of your initial or extended training period; you will be offered a regular employment with the Company.
 - Emoluments: Your annual remuneration will be Rs. 2,43,600 (Rupees Two Lakh Forty 3. Three Thousand Six Hundred Only) on Cost to Company basis (Refer annexure enclosed).
 - Exclusivity: During the period of your training with the Company, you will be in whole-4. time service of the Company and shall not engage or associate yourself directly / indirectly or in any other manner whatsoever, or work part time or pursue any course of study, without taking prior written consent from the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected or engaged or employed in any other business or activities whatsoever, without taking prior consent from the Company and shall not accept any emoluments, commission or service charges or honoraria whatsoever from any one.
 - Confidentiality: You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information of the project site where you are posted or any other project site, financial position, marketing strategies, future plans, or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

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- 6. Deputation or Transfer: You are liable to be deputed or transferred either on permanent or temporary basis, to any place of business of the Company that now exists or may be acquired later in any part of India or abroad at any time, as the Company considers expedient due to any exigencies. You will also be liable to be deputed to any work or assigned the works of any associate or subsidiary or any other Companies with whom the Company may make such arrangement or agreement. Upon such transfer / deputation, you place of such transfer / deputation.
- 7. Systems and Procedures: You will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company as notified and in force from Procedures of the Company.
- 8. Responsibilities: You will be given on-the-job-training in the relevant functional areas and groomed to become a permanent employee of the Company. Subject to superintendence, control and direction of your Reporting Authority, you shall follow the given guidelines from time to time either orally or in writing by your Reporting Authority or any other higher official of the Company, for which you shall maintain the relevant records and comply with the necessary business requirements, if any, within the stipulated time.
- 9. Performance Review: Your emoluments will be reviewed once in a year as per policy guidelines of the Company, which are discretionary and will be subject to and on the basis of effective performance during the specific period. It is the Company Policy to reward meritorious performance and extra-ordinary contribution by way of promotions and other motivational measures.
- Pre- Employment Medical Check-Up: As per company policy, you have to undergo
 pre-employment medical Check-up at the company authorized hospital before date of
 joining. This offer is subject to your being found medically fit in the pre-employment
 medical Check-up.
- 11. Medical Examination: Your association with the Company is subject to the condition that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company. Further, your continuance in the association is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.
- 12. Notice Pay: During the period of your training, if you intend to leave the training program of the Company, you are liable to give one month's prior notice in writing or Notice Pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

12.1. In case of notice by you intending the desire to leave the services, the Company shall have the option to accept the resignation with immediate effect and relieve you from the services with immediate effect, earlier than the expiry of the notice period given by you.

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Dr.D.V.RAMAMURTHY

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- 12.2. The Company reserves the right to terminate the services without notice period or notice pay in lieu thereof, in case of any act of misconduct or breach of any of the terms of association implied or expressed on your part.
- 12.3. You are deemed to be in the services of the Company, during the notice period.
- 12.4. Upon cessation of your association, you are liable to deliver to the Company all documents, tools, plans, drawings, materials, computer disks and other properties person as nominated by the Company and obtain a 'No Objection Certificate' from all departments of the Project Site, upon which only you will be relieved from the services of the Company and your account will be settled.

13. General:

- 13.1. You shall be governed by the Office working hours, Leaves, Standing Orders, Rules and Regulations/Practices and other Service Conditions of the place of business of the Company as applicable and in force from time to time.
- 13.2. This engagement is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the Application Form are found to be false or incorrect, your association with the Company shall be terminable without any prior notice.
- 13.3. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

With best wishes,

For Megha Engineering & Infrastructures Ltd.

D Venkata Ramana Rao Associate Vice President-HR

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated and accept the terms & conditions of the same.

Place:

Date:

Signature of the Candidate

SPOC, IQAC SITAM GALLIAREGA VIZIANAGARALIAP, INGIA



Dr.D.V. TLATAN AL HEALE Principal Pr



| | Cos | t to Company | | |
|--|--|--|------------------------------|--|
| Employee Name | Mr. Uppada Ravi Kumar | Sector | _ | |
| Grade | T | | Irrigation | |
| Department | Execution | Designation | Graduate Engineer Train | |
| Office / Unit / Project | - Walter Carl | Vertical | Director Projects | |
| | - Trojeco | | riojous | |
| DOJ | 27/01/2021 | Effective Date | 27/01/2021 | |
| | Salary Components | Monthly | | |
| Basic Pay | | 11,190 | Yearty | |
| House Rent Allowand | e | | 1,34, | |
| Sub Total (A) | | 7,460 | 89, | |
| Annual Benefit * | | 18,650 | 2,23, | |
| Bonus | | | | |
| Other Benefits* | | 1,400 | 16,8 | |
| Medi-claim Employer | Share | 250 | | |
| Fixed Total Cost to the Company (B) | | 250 | 3,0 | |
| | | 20,300 | 2,43,60 | |
| | employee plus 5 dependents (which can b | A PRODUCTION OF THE PROPERTY O | ee - Employer equal share. | |
| The second secon | le charges and data card/internet charges v | | | |
| | sites are eligible for Family accommodation | s as per policy. | | |
| | nodation for employees posted as sites. sites are eligible for food facility at site cant | teens. Employees availing family accommo | edation are not entitled for | |
| ► Meal Card (optional): | Employee can opt meal card as a part of gro | ous salary, in two slahs Rs. 1300'- or 2300 | - Per Month as per IT rules | |
| ► Nation Pension Schen | ne (optional): Employee can opt NPS as a po | nt of retiral Benefit @ 10% on basic as per | PFRDA puidelines. | |
| ► Group Term Life Insu | rance: As per policy | | | |
| ► TDS as per IT Act. | | | | |
| Granuity: As per Granuity | | | | |
| ► EPF: As per EPF & MP | Act | | | |
| ESE As per ESI Act | | | | |
| ► Bonus: As per Bonus / | Act | | | |
| don't | . A Chana | Manuely S | 2/10/2021 | |
| VIII. | Transfer Control | fied by A | pproved by | |

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Dr.D.V.RAMAMURTHY

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Tech Mahindra Limited Info city, Hi-tech City Layout Madhapor, Hyderabael 500081, India Tel: +81.40.3083.6563 Fax: +81.40.2311.7011

te chmallendra.com connect@teclenabledra.com Registered Office: Gatirway Building, Apollo Bunder Munitial 400001, India CNI L620MM-198EPI (041370

Ref: 826322/1943873/ELTP

26-AUG-2021

Ms. Raghavi Jyothi Baruku Visakhapatnam (Ap) - 530012 Mobile: 8074297376

Subject: Offer of Appointment

Dear Ms. Raghavi Jyothi Baruku

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

- With reference to our discussions, we are pleased to offer you an appointment in our organization as Associate Software Engineer at Band 'U' and Sub Band 'U1' under ELTP Scheme.
- 2. You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training. The training program called "Entry Level Integrated Training and Enablement" (ELITE) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
- Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
- 4. Your remuneration while on probation has been detailed in Annexure A. Upon confirmation, your "Annual Total Cash Compensation" will be Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only). Please refer Annexure B for details on the compensation and statutory deductions.
- Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- 6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - · Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - · Submission of all necessary legal documentation pertaining to your employment.

Page 1 of 26

SPOC TO ACT

STAIL CAJULAREGA
VIZIANAGARAN, A.P., INCIA

Tech Meniodra Limiter/ Info city, Hi-tech City Leyout Madriague; Hyderabari 5/0061,india Tel: 91 45 3/6/5 5/6/1 Fax: +91 40 2311 7011

techniahindra.com connect@techniahiniha.com Registered Office Gateway Buffding, Apolio Bunder Mumbai 400001, India CIN L54200MH1865PLC041576

- 7. You are required to sign a service bond (Draft at Annexure J) with our organization for a sum of Indian Rupees 1,00,000/- (Rupees One Lakh Only). As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding INR15,000/- (Rupees Fifteen Thousand Only) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
- 8. Your employment with us will be governed by terms and conditions as specified in Annexure C.
- You are required to join on 31-AUG-2021 at the address mentioned in the below Paragraph for training.
 This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
 The location of posting would be communicated to you upon successful completion of training.
- 10. You are requested to report to Parminder Kaur at 9:00 AM to complete the joining formalities at TECH MAHINDRA LTD, TMLW, PLOT NO. 22 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR, RANGA REDDY DISTT, TELANGANA 500081. At the time of joining, you are expected to carry originals of the documents as per Annexure D and to submit the copies of the same to the HR Team.
- 11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
- Kindly confirm your acceptance of this offer of appointment to campusjoining@techmahindra.com by 31-AUG-2021.

For Tech Mahindra Limited

Krishna Ramaswami

Head - Resource Management Group

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

Date:

Signature:

Raghavi Jyothi Baruku

Dr.D.V.EAMAMURTHY

Page 2 of 26

TAM GA MAREGAM

Tech Mahindra Limited Info city, Hi-tech City Liryout Madhapur, Hyderabad 300081,India Tel: +91.40.3063.6363 Fax: +91.40.2311.7011

techmahindra.com connect@tachmahindra.com Registered Office: Getrwey Building, Apolto Bunder Muestas 40001, India CIN L64209MH196PLC641370

ANNEXURE - A

| NAME | Ms Raghavi Jyothi Baruku | |
|-------------------|--|-----------------------------------|
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | HYDERABAD | |
| | COMPONENTS | Per Annum (All figures in INR) |
| BASIC (@30% | OF TOTAL FIXED PAY) | 67541 |
| HRA (@50% (| OF BASIC) | 33771 |
| BONUS / STA | TUTORY BONUS | 24000 |
| EMPLOYER'S | CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 8105 |
| FLEXIBLE CO | MPONENTS OF TFP | 91718 |
| TOTAL FIXED | PAY(A) | 225135 |
| TOTAL VARIA | ABLE PAY (TVP)(B) | 25015 |
| ADDITIONAL | BENEFITS(C) | 9850 |
| GRATUITY | | 3249 |
| INSURANCE | PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| TOTAL COST | TO COMPANY(D) = (A) + (B) + (C) | 260000 |

- Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you
 would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is
 subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details
 in the Company's records.
- Flexible Benefit Plan (as applicable): , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

| Component | Max Limit | | |
|-------------------------|-----------|--|--|
| Leave Travel Assistance | 12000 | | |
| Meal Card | 26400 | | |

(Contd...)



Tech Mahadra Limited Into sity, Hi-tech City Linyout Madhapur, Hyderaba! 500081,5edii: Tet: +91.40.3693.6363 Fax: +91.40.2311.7011

techmahindra.com consectificacionalnimi.com Registered Office: Gateway Building, Apollo Bundor Mumbai 400001, India CIN L&4200MH158EPL C041370

ANNEXURE A (Contd...)

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

4. Deductions

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

Notes:

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

For Tech Mahindra Limited,

Krishna Ramaswami

R. Kristan

Head - Resource Management Group

5 Page 4 of 260 AC

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Dr.D.V. IRAMAMURTHY
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Tech Mahindre Limited Info offy, Hi-tech City Loyout Madhapur, Hyderabad 500081,inclia Tel: 91 40 3068 650 Fax: 991 40 2211 7011

Nechmahindra.com connect@bedimahindra.com Registered Office Gateway Building, Apollo Bunder Mumbel 400001, India CIN L64200Met1960PLC041370

ANNEXURE - B

| NAME | Ms Raghavi Jyothi Baruku | | |
|-------------|--|-----------------------------------|--|
| TITLE | Associate Software Engineer | | |
| BAND | U1 | | |
| LOCATION | HYDERABAD | | |
| | COMPONENTS | Per Annum (All figures in INR) | |
| BASIC (@30% | 6 OF TOTAL FIXED PAY) | 84865 | |
| HRA (@50% (| OF BASIC) | 42433 | |
| BONUS / STA | TUTORY BONUS | 24000 | |
| EMPLOYER'S | CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 10184 | |
| FLEXIBLE CO | MPONENTS OF TFP | 121402 | |
| TOTAL FIXED |) PAY(A) | 282884 | |
| TOTAL VARIA | ABLE PAY (TVP)(B) | 31432 | |
| ADDITIONAL | BENEFITS(C) | 10684 | |
| GRATUITY | | 4083 | |
| INSURANCE I | PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 | |
| TOTAL COST | TO COMPANY(D) = (A) + (B) + (C) | 325000 | |

- Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you
 would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is
 subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details
 in the Company's records.
- Flexible Benefit Plan (as applicable): You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

| Component | Max Limit | | |
|-------------------------|-----------|--|--|
| Leave Travel Assistance | 12000 | | |
| Meal Card | 26400 | | |

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Tooh Mahlendry Limited Into city, Hi-tech City Linguist Madhagus: Hyderatust 500081,India Tel: +91.40.2031.523 Fax: +91.40.2311.7011

techmehindra.com convectificativnahindra.zom Registered Office: Gateway Building, Aprilin Burelet Mumbai 400001, India. CN L64200Meta86PL C041370

ANNEXURE B(Contd...)

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

4. Deductions:

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

Notes:

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

For Tech Mahindra Limited

Krishna Ramaswami

Head - Resource Management Group

Page 6 of 26

VIZIANAGAR MANYALAN TAURIS

Dr.D.V.RAMARURTEY
Principal
Principal
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Tech Mahindra Lämileri Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India Ter. 401 40 3045 561 Fax. 491 40 2311 7811

connectifitechmahindra.com Registered Office: Gisteway Building, Aprilio Bunder Mumbai 400001, India CIN L64200MH1886PLC041370

ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct,

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

(b) Secrecy

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

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

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

(d) Non-Solicitation / Non-Compete

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

- You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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

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

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

You hereby covenant and undertake that you will:

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

(f) Confidentiality / Non-Disclosure

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

- You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described

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

(g) Mandatory Period of Service

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In consideration of impartation of training, you shall work in the Company at least for the mandatory period Dr.D.V.RAMANUH as mentioned below. Satura least them of Emphrones and the second

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

In the event of:

 Yourself leaving, abandoning or resigning from the services of the Company Or

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

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

2. Assignments/Transfer/Deputation

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

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

3. Termination of Employment

- i) Training Period: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance. Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

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

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- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in Clause 3 herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true. The Company reserves the right to terminate your services as per the procedure mentioned in Clause 3 herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in Clause 3 or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Clause 3 herein above and/or revoke your appointment with The Company, without further reference in the matter.

Statement of Facts

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

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

5. Company Policies

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

Personal Indebtedness

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

7. Restraints

Access to Information

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

Authorization

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

Smoking

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

Passwords

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

Unauthorized Software

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

Security

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

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from the security staff after the authorization from your mentor.

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

(a) Destroying Papers & Material

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

(b) Use of Company Resources

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

8. Overseas Service Agreement

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

9. Intellectual Property Rights

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

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

Jurisdiction

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

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11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

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

- 13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
- 14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
- 15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining. The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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

Name in full

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Signature

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Address

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Date

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Place

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ANNEXURE - D - Checklist of Documents

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

- (a) Certificates' supporting your educational qualifications along with marks sheets Three copies each
 - Xth Certificate & mark sheets
 - XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - · Any other Certificate with supporting documents ?if any
- (b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed
- (c) Five passport-sized color photographs with white background

(d) Valid Passport

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

(e) PAN Card and Proof of PAN Number

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

(f) Aadhaar Card

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

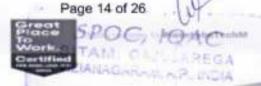
(g) Indemnity Bond

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

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

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

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



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ANNEXURE - E - Confidentiality Agreement

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

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

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

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

Name Signature Date

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MEDICAL DECLARATION FORM

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ANNEXURE - F - Medical Self-Declaration

| | Associa HR) | te ID | (To be filled by |
|---|----------------|-------|----------------------------|
| First Name: Gender: Male / Female Date of birth (DD/MM/) | | Name | Blood Group |
| Candidate's Medical History: | 1 | | |
| Candidate's Medical Details | Yes | No | Please provide the details |
| Do you have any defect or problem of vision? | | | |
| Can you readily distinguish between the pigmentary colors? | | | |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation? | | | |
| Do you have any physical deformity / handicap? | | | |
| Do you have any congenital disorder / abnormality? | | | |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? | | | |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same? | | | 210 |
| Page 16 of 26 | -010 | | Dr.D.V.RAWAN |

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| Have you | u ever been disqualified on medical grounds | |
|-------------------------------|---|---|
| | previous employment opportunity? | |
| condition | that may require you to take Medical Leave next 12 months? | |
| | had any form of critical illness or operation in wo years? | |
| | u ever been diagnosed to have Cancer, yst or any similar type of growth? | |
| Have you | ever suffered/are you suffering from any of the follower | lowing? (Please tick whichever applicat |
| | Heart Attack | Diabetes |
| | High Blood Pressure | Stroke |
| | Night Blindness | Valve Disorders |
| | Asthma | Slipped disc |
| Any othe to disclos | r major disease/illness that you may be willing e | |
| | that, to the best of my knowledge, the answers to the suffering from any disease/illness that I have not re | |
| | # 1 1 to 1 | |
| l am not | | _ |
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| I am not Signatur Name: | | |
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ACCEPTED

ANNEXURE - G - Intellectual Property Assignment

Associate Name: Associate ID: Date:

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

(a) Intellectual Property Assignment

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

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

(b) Restrictions after Termination

WITNESSED

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

Page 18 of 26

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Tech Mahindra Limited hits city, Hi-tech City Livyout Madhapur, Hyderabad S000R1 India Tel: +91 40 3063 503 Fax: +91 40 2311 7011

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

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

- 1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
- I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
- 3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
- 4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

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

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

Page 19 of 26

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techmahindra.com convect@techmahindra.com Registered Office: Gattway Building, Apolio Bunder Mumbai 400001, India. CIN L64200M+1986PLCU41370

- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

- 5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
- 6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

7. Covenant Not To Compete, 1 hereby covenant and agree as a part of and ancillary to this Agreement Page 20 of 26

Tech Mahindru Limited Into city, Hi-tech City I, ayout Madhapur, Hyderabari Sb50811, India Tel: +91 40 3063 6363 Fax: +91 40 2311 7011

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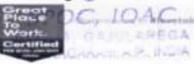
that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

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

- 8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
- 9. Damages and Remedies; I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Section 13 for the liquidated damages specified in Section 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited, shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

Page 2) of 26





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- 10. <u>Severability</u>: Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
- 11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
- 12. <u>Binding Effect</u>: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
- 13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.
- 14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this ______ day of ______, 20____
For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami Head - Resource Management Group

Signature

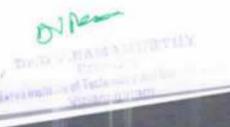
(Raghavi Jyothi Baruku)

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Account to Minorature Technic







Tech Mahladra Limited Info city, Hi-tech City Layout Madhagur, Hyderabad 500081, India Tel: +01 40 3063 6365 Eax: +91 40 2311 7011

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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the Ms. Raghavi Jyothi Baruku "Employee".

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

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

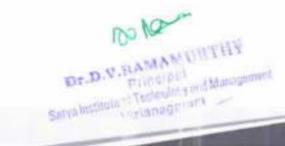
IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ____day of ______ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

PEAR

| 1 | Name & Signature | 1 |
|-------|--------------------|---|
| Witne | ss/ Notary Public: | |

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Tech Mehindra Limited lefo city, Hi-tech City Layout Hirderabati 500081.india Madhagur, Hyderabar Tel: +91 40 3063 6363 Fax: +91 40 2311 7011

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Annexure - J - INDEMNITY BOND WITH SURETY

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

AND

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

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

| WHEREAS the Employee has been selected the Band in the service of Technology | | | | _ in |
|--|----------------------|--------|--------------------------|----------------|
| AND WHEREAS an Offer of Appointment already been issued to the Employee vi of Tech Mahindra. | | | | s has dated |
| AND WHEREAS the acceptance of the communicated to Tech Mahindra on | terms and conditions | of the | appointment by the en | beer |

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

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Tech Maheedra Limited Info city, Hi-tech City Lispout Madhagus, Hydecabad 500081, Jordia Tet. +91 40 3063 630 Fax: +9) 40 2311 7011

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NOW THIS INDENTURE WITNESSETH as under:

- 1. In compliance of the aforesaid condition in Offer of Appointment subject to which Tech Mahindra has agreed to give appointment to the Employee, the Employee hereby undertakes to undergo the Initial Training Programme as provided by Tech Mahindra without any interruption whatsoever and serve Tech Mahindra, on its various projects at any location, in India or abroad, for a minimum period of twenty four (24) months from the date of joining.
- 2. The Employee hereby undertakes to devote his/her full time and attention to the business of Tech Mahindra with due care, skill and diligence. The Employee further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of Tech Mahindra.
- 3. The Employee hereby undertakes to honor the commitment made by Tech Mahindra to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
- 4. The party of the Second Part i.e. agrees to stand as Surety for the due performance of the obligation of the Employee under this agreement of indemnity. In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of INR 100,000/-(Rupees One lakh only) to Tech Mahindra with an interest at the rate as specified herein below. immediately on demand.
- 5. The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.
- 6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the Employee to continue in the service of Tech Mahindra for the aforesaid term of twenty four (24) months, and Tech Mahindra shall always have the right to take appropriate action against the Employee as per terms of the appointment letter and/or the rules and regulations of Tech Mahindra as applicable, in case of commission of any misconduct by the Employee.

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

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Dr.D.V.RAMAMUBTHY Principal Ber - Institute of Tackeshop in

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

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

Name of First Part:

Sig:

Sig:

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

Name of Surety: S/d by:-1. WITNESS: (Name) NAME & ADDRESS: 2. WITNESS: (Name)

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NAME & ADDRESS

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Dr. D. V. RAMAMURTHY Principal

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Ref: 826322/1943873/ELTP

26-AUG-2021

Ms. Raghavi Jyothi Baruku Visakhapatnam (Ap) - 530012 Mobile: 8074297376

Subject: Offer of Appointment

Dear Ms. Raghavi Jyothi Baruku

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

- With reference to our discussions, we are pleased to offer you an appointment in our organization as Associate Software Engineer at Band 'U' and Sub Band 'U1' under ELTP Scheme.
- 2. You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training. The training program called "Entry Level Integrated Training and Enablement" (ELITE) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
- Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
- 4. Your remuneration while on probation has been detailed in Annexure A. Upon confirmation, your "Annual Total Cash Compensation" will be Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only). Please refer Annexure B for details on the compensation and statutory deductions.
- Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- 6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - . Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.

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technishitus.com connect@sectimahindra.com Registered Office: Gatoway Building, Apolis Bunder Mumbai 400001, India CIN L64200MH1986PLC941179

- You are required to sign a service bond (Draft at Annexure J) with our organization for a sum of Indian Rupees 1,00,000/- (Rupees One Lakh Only). As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding INR15,000/- (Rupees Fifteen Thousand Only) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
- 8. Your employment with us will be governed by terms and conditions as specified in Annexure C.
- 9. You are required to join on 31-AUG-2021 at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
- 10. You are requested to report to Parminder Kaur at 9:00 AM to complete the joining formalities at TECH MAHINDRA LTD, TMLW, PLOT NO. 22 - 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR, RANGA REDDY DISTT, TELANGANA 500081. At the time of joining, you are expected to carry originals of the documents as per Annexure D and to submit the copies of the same to the HR Team.
- 11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
- 12. Kindly confirm your acceptance of this offer of appointment to campusjoining@techmahindra.com by 31-AUG-2021.

For Tech Mahindra Limited

Krishna Ramaswami

RKristes

Head - Resource Management Group

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

Date:

Page 2 of 26

Signature:

Raghavi Jyothi Baruku V.RAMAMURTHY Principal

Survey historical of Technology and Management

Vizianagaram

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ANNEXURE - A

| NAME | Ms Raghavi Jyothi Baruku | |
|---|--|-----------------------------------|
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | HYDERABAD | |
| | COMPONENTS | Per Annum (All figures in INR) |
| BASIC (@30% OF TOTAL FIXED PAY) | | 67541 |
| HRA (@50% OF BASIC) | | 33771 |
| BONUS / STATUTORY BONUS | | 24000 |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | | 8105 |
| FLEXIBLE COMPONENTS OF TFP | | 91718 |
| TOTAL FIXED PAY (A) | | 225135 |
| TOTAL VARIABLE PAY (TVP)(B) | | 25015 |
| ADDITIONAL BENEFITS(C) | | 9850 |
| GRATUITY | | 3249 |
| INSURANCE | PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| TOTAL COST TO COMPANY(D) = (A) + (B) + (C) | | 260000 |

- Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you
 would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is
 subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details
 in the Company's records.
- Flexible Benefit Plan (as applicable); , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

| Component | Max Limit | |
|-------------------------|-----------|--|
| Leave Travel Assistance | 12000 | |
| Meal Card | 26400 | |

(Contd...)

Page 3 of 26

MINGALININA **HERA** AGARASI A.P., IADIA Dr.D.V.RAMAMURTHY

Satva leatitute of Technology and fall

Tech Mahandra Limitesi Info city, Hi-tech City Layout Madhagur, Hyderatool 500081 India Tel: +91 40 3063 6363 Fax: +91 40 2311 7011

connect@techmahinins.com Registered Office: Gateway Building, Apolio Bunder Muerbal 400001, India CIN L64200MHT986PLCG4T370

ANNEXURE A (Contd...)

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

4. Deductions:

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

Notes:

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

For Tech Mahindra Limited,

R Kriston Krishna Ramaswami

Head - Resource Management Group

POC Page 4 of 26

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ANNEXURE - B

| NAME | Ms Raghavi Jyothi Baruku | |
|---|--|-----------------------------------|
| TITLE | Associate Software Engineer | |
| BAND | U1 | |
| LOCATION | HYDERABAD | |
| | COMPONENTS | Per Annum (All figures in INR) |
| BASIC (@30% OF TOTAL FIXED PAY) | | 84865 |
| HRA (@50% OF BASIC) | | 42433 |
| BONUS / STATUTORY BONUS | | 24000 |
| EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | | 10184 |
| FLEXIBLE COMPONENTS OF TFP | | 121402 |
| TOTAL FIXED PAY(A) | | 282884 |
| TOTAL VARIABLE PAY (TVP)(B) | | 31432 |
| ADDITIONAL BENEFITS(C) | | 10684 |
| GRATUITY | | 4083 |
| INSURANCE | PREMIUMS (towards GTLI, GMIP AND GPAI) | 6601 |
| TOTAL COST | TO COMPANY(D) = (A) + (B) + (C) | 325000 |

- Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you
 would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is
 subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details
 in the Company's records.
- Flexible Benefit Plan (as applicable): You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

| Component | Max Limit | |
|-------------------------|-----------|--|
| Leave Travel Assistance | 12000 | |
| Meal Card | 26400 | |

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ANNEXURE B(Contd...)

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

4. Deductions:

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

Notes:

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

For Tech Mahindra Limited

Krishna Ramaswami

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Head - Resource Management Group

Page 6 of 26

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ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

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

(b) Secrecy

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

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

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

(d) Non-Solicitation / Non-Compete

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

- You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service
 provider to cease to deal with the Company and shall not interfere in any way with any relationship
 between a consultant, a supplier or a service provider and the Company

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

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

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

You hereby covenant and undertake that you will;

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

(f) Confidentiality / Non-Disclosure

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

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

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

(g) Mandatory Period of Service

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

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

In the event of:

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

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

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

2. Assignments/Transfer/Deputation

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

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

3. Termination of Employment

- i) Training Period: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of 90 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of Clause 3 along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

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- Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in Clause 3 herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true. The Company reserves the right to terminate your services as per the procedure mentioned in Clause 3 herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in Clause 3 or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Clause 3 herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

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

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

5. Company Policies

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

Personal Indebtedness

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

Restraints

Access to Information

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

Authorization

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

Smoking

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

Passwords

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

Unauthorized Software

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

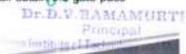
Security

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

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Tech Mahindra Limited Info-city, Hi-tech City Loyout Madhapur, Hyderabad 500081, India 19140-3083-305 Fee: 49140-2311-2011

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from the security staff after the authorization from your mentor.

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

(a) Destroying Papers & Material

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

(b) Use of Company Resources

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

8. Overseas Service Agreement

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

9. Intellectual Property Rights

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

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

10. Jurisdiction

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

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11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

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

- 13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
- 14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
- 15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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

Name in full

Signature

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Address

Date

Place

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ANNEXURE - D - Checklist of Documents

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

- (a) Certificates' supporting your educational qualifications along with marks sheets Three copies each
 - Xth Certificate & mark sheets
 - XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - · Any other Certificate with supporting documents 7if any
- (b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed
- (c) Five passport-sized color photographs with white background

(d) Valid Passport

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

(e) PAN Card and Proof of PAN Number

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

(f) Aadhaar Card

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

(g) Indemnity Bond

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

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

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

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

Page 14 of 26

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Tech Mahindra Limited Info sity, Hi-tech City I, ayout Madhapur, Hyderabari 500081, India Tel: +91 40 3063 6363 Fast: +91 40 2311 7011

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ANNEXURE - E - Confidentiality Agreement

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

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

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

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

Name Signature Date

Page 15 of 26

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MEDICAL DECLARATION FORM

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techmahindra.com connect@techmahindra.com Registered Office: Gatnway Boilding, Apolio Bunder Muettai 40001, India CN L54266MH1886PLC041370

ANNEXURE - F - Medical Self-Declaration

| | Associa HR) | te ID | (To be filled by |
|---|----------------|-------|----------------------------|
| First Name: Gender: Male / Female Date of birth (DD/MM/Y | | Name | Blood Group |
| Candidate's Medical History; | | | |
| Candidate's Medical Details | Yes | No | Please provide the details |
| Do you have any defect or problem of vision? | | | |
| Can you readily distinguish between the pigmentary colors? | | | |
| Do you suffer from a degree of deafness which would prevent your hearing of normal conversation? | | | |
| Do you have any physical deformity / handicap? | | | |
| Do you have any congenital disorder / abnormality? | | | |
| Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness? | | | |
| Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same? | | | Bular |
| Page 16 of 26 | | | Dr.D.V.RAMARQUEYE |

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Tech Mahindra Limited Jafa sity, Hi-tech City Layout Madhapur, Hyderabar 500081,india Tel: +91.40.3008.051 Fax: +91.40.2311.701†

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| following? (Please tick whichever applicable) |
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| Diabetes |
| Stroke |
| Valve Disorders |
| Slipped disc |
| |
| to the questions in this form are correct and th t revealed. |
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ANNEXURE - G - Intellectual Property Assignment

Associate Name: Associate ID: Date:

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

(a) Intellectual Property Assignment

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

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

(b) Restrictions after Termination

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

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

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

- 1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
- I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
- 3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
- 4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

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

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

Page 19 of 26

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Tech Mathindra Limited Info city, Hi-tech City Layout Meditapur, Hyderabari 500081,India Tel: +91 40 3063 5363 Fax: +91 40 2311 7011

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- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

- 5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
- 6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

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that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

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

- 8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
- 9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Section 13 for the liquidated damages specified in Section 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

Page 21 of 26

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Tech Mahledra Limited Irdo city, Hi-tech City Layout Madhapur, Hyderabad 5000E1,India Tel: +91.40.3063.8363 Fas: +91.40.2311.7011

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- 10. <u>Severability</u>: Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
- 11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
- Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
- 13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.
- 14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

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| Executed this | day or | , 20 |
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| For and on Behalf | Of | |
| Tech Mahindra Li | mited | |
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| 8 Hiriara | 0400 | |
| Krishna Ramaswa | | |
| Head - Resource | Management Gro | up |
| Signature | | |
| (Raghavi Jyothi B | anuku) | |
| (Kagnavi Syoun B | diukuj | |

Page 22 of 26



Tech Mahindra Limited hifo city, Hi-tech City Layout Madhapur, Hyderabad 500081,india Tel: +91.40.3063.6365 Fax: +91.40.2311.7011

technishindra.com convext@technishindra.com Beglaterad Office: Gatisway Building, Apolto Bunder Mumbal 400001, India CNLE4200MH1886FLC041378

ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the Ms. Raghavi Jyothi Baruku "Employee".

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

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

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

TYW OF

| t | Name & Signature | 1 | |
|-------|--------------------|---|--|
| Witne | ss/ Notary Public: | | |

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technishindra.com connect@technishindra.com Registered Office: Gatoway Building, Apollo Bunder Mumbal 400001, India CIN L64200MH196EPLC641370

Annexure - J - INDEMNITY BOND WITH SURETY

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

AND

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

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

| WHEREAS the Employee has been selected for appointment as the Band in the service of Tech Mahindra. | in |
|---|---|
| AND WHEREAS an Offer of Appointment containing the terms and already been issued to the Employee vide letter No of Tech Mahindra. | conditions of the appointments hasdated |
| AND WHEREAS the acceptance of the terms and conditions of communicated to Tech Mahindra on | the appointment has already been by the employee. |

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

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NOW THIS INDENTURE WITNESSETH as under:

- 1. In compliance of the aforesaid condition in Offer of Appointment subject to which Tech Mahindra has agreed to give appointment to the Employee, the Employee hereby undertakes to undergo the Initial Training Programme as provided by Tech Mahindra without any interruption whatsoever and serve Tech Mahindra, on its various projects at any location, in India or abroad, for a minimum period of twenty four (24) months from the date of joining.
- 2. The Employee hereby undertakes to devote his/her full time and attention to the business of Tech Mahindra with due care, skill and diligence. The Employee further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of Tech Mahindra.
- 3. The Employee hereby undertakes to honor the commitment made by Tech Mahindra to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
- 4. The party of the Second Part i.e. agrees to stand as Surety for the due performance of the obligation of the Employee under this agreement of indemnity. In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of INR 100,000/-(Rupees One lakh only) to Tech Mahindra with an interest at the rate as specified herein below, immediately on demand.
- 5. The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.
- 6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the Employee to continue in the service of Tech Mahindra for the aforesaid term of twenty four (24) months, and Tech Mahindra shall always have the right to take appropriate action against the Employee as per terms of the appointment letter and/or the rules and regulations of Tech Mahindra as applicable, in case of commission of any misconduct by the Employee.
- 7. The amount specified above shall constitute a debt owing to Tech Mahindra and shall be recoverable from the Employee and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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Dr.D. V.RAMAN URTHY Satisfaction of Texture of 200 Change

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technishindra.com connect@technishindra.com Registered Office: Gateway Building, Apollo Bunder Muntosi 40001t, Podis CIN 1.64200MH1966Pt, CII41370

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

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

Name of First Part:

Name of Surety:

Sig:

Sig:

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

| S/d by | r- | | |
|--------|------------|--------|--|
| 1. | WITNESS: | (Name) | |
| NAME | & ADDRESS: | | |
| 2. | WITNESS: | (Name) | |

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SPOC, IQA

NAME & ADDRESS

. HovetcheTechle.

Dr.D.V.II.A MAMURITEV

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